

# **RENTAL GUIDELINES**

## **DEWAN BUNGA RAYA**

### **ROOFTOP MMA HOUSE**

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As decided at the ExCo meeting held on 21 July 2007, the House Management Committee at its meeting held on 1 August 2007 had laid down the following guidelines for the rental of Dewan Bunga Raya.

1. Non-MMA organizations are allowed to rent Dewan Bunga Raya provided the applicant is a MMA member. The application should be addressed to the Chairman of the House Management Committee.
2. Members who place the booking must be responsible for the proper use of the premise. If the member who made the booking is unable to be there on the day of the event, then he/she must appoint a person-in-charge (also a member of the MMA) to oversee.
3. The person who did the booking or the designated representative will be held responsible for the arrangement and cleanliness of the hall after the event is over. No assistance will be provided.
4. Dewan Bunga Raya is only meant for doctors to use it as a venue to conduct meetings, conferences or seminars.
5. No facilities such as computer, photostat machine, LCD projector, laptop and telephone/facsimile services will be made available from the MMA Secretariat.
6. No Secretariat Staff assistance will be provided.
7. Rental could be either half day or full day charges. The rates are as follows :
  - Half day (any time between 9.00 a.m. to 1.00 p.m. or 1.00 p.m. to 5.00 p.m. is RM300).
  - Full day (9.00 a.m. to 5.00 p.m. is RM500).
8. Payment should be made at least one week in advance.
9. The above rules are only applicable to non-MMA organizations that wish to rent the Dewan Bunga Raya.