

**RENTAL GUIDELINES
DEWAN BUNGA RAYA
ROOFTOP MMA HOUSE**

The MMA Exco and House Management Committee has amended 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 Honorary General Secretary of the MMA. MMA Branches are allowed to rent the Hall at 50% of the normal rental rate.
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. A penalty equivalent to RM 100.00 will be charged if the premises are not cleaned after an event.
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 5.00p.m. is RM300.00).
 - Full day (9.00 a.m. to 5.00 p.m. is RM500.00).
8. Payment should be made at least one week in advance. A refundable deposit of RM100.00 will be collected in advance along with the rental.
9. The above rules are applicable to those who wish to rent the Dewan Bunga Raya.