



**SAN ANTONIO APARTMENT ASSOCIATION, INC.  
PROFESSIONAL DEVELOPMENT CENTER ("PDC")/  
CONFERENCE ROOM RENTAL REQUEST**

*Please complete and fax back to SAAA at 210-692-7277 or email  
admin@saaaonline.org*

SAAA Member Company \_\_\_\_\_

Reserved by \_\_\_\_\_ Title \_\_\_\_\_

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_ E-mail \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time(s) Needed \_\_\_\_\_

**Services**

*Please indicate selection(s)*

PDC – Weekdays, Monday through Friday

PDC – Weekend, Saturday or Sunday

**Classroom style seating** (seats up 80)

# of seats needed \_\_\_\_\_

**Theatre style seating** (seats up to 100)

# of seats needed \_\_\_\_\_

**Conference Room 1** (Classroom Style – seats 12) **Weekdays ONLY**

**Conference Room 2** (Classroom Style – seats 10) **Weekdays ONLY**

**Power Point Projector, laptop & screen**

**TV (Conference Rooms Only)**

**Wireless internet service**

**Wireless mic (PDC ONLY)**

**Coffee service** (18 cup pot)

#pots \_\_\_\_\_

**Assorted Soft Drinks & Bottled Water**

#Regular \_\_\_\_\_ #Diet \_\_\_\_\_ #Water \_\_\_\_\_

**Prices**

**Full Day**  
*Up to 8 hours*

**Half Day**  
*Up to 4 hours*

\$250.00

\$125.00

\$350.00

\$175.00

\$125.00

\$75.00

\$100.00

\$65.00

\$175.00

\$100.00

\$ 20.00

\$ 20.00

\$50.00

\$25.00

\$ 8.00

\$ 0.50 ea\*

**Additional Comments:** \*Assorted soft drinks & bottled water not ordered in advance will be available at .75 each.

**Please remember to attach a copy of the materials or subject matter to be covered.**

***I have read and acknowledge the SAAA Professional Development Center & Conference Rooms Facility Rental Agreement.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only</b>				SUBTOTAL _____  TAX _____  TOTAL _____
<b>Account #</b> _____	<b>PO#</b> _____	<b>Invoice#</b> _____		
<b>Approved by</b> _____	<b>Date</b> _____	<b>Time</b> _____		
<b>Materials approved by</b> _____	<b>Date</b> _____			
<b>Cancellation Made by</b> _____	<b>Date</b> _____	<b>Time</b> _____		