# : Hospitality Room

Arrange for and staff Hospitality Room at hotel, stock with food and drink, and serve as host. If the hotel does not provide free wireless Internet it may also be necessary to arrange for wireless Internet so that meeting participants have online access.

|  |
| --- |
| ***Coordination Notes***  Be sure to check with:   * *Food –* to determine who will supply. * *Hotel* - to be sure you are aware of any rules about the room’s use. * *Publications –* to include room’s location and hours in final program. |

***Budgeting***

Costs for the Hospitality Room will include food and drinks. There might be additional charges for the Hospitality Room itself, or it might be a free room included in the contract. This should all be determined as part of the hotel contracting process, and any costs should be included in the budget. *(See* [*Hotel chapter*](http://www.aallnet.org/chapter/maall/lamanual/Word/Hotel_Chapter3.htm)*.)*

**IMPORTANT:** Inquire as part of hotel contract negotiation what the hotel’s policies are for bringing in and serving your own food and drink. As a general rule, hotels do not permit this and want you to buy very expensive food service from them. However, MAALL has generally been able to make other arrangements with the hotel. Be sure to do so, or the costs may make providing drinks and snacks prohibitively expensive.

MAALL may be required to sign a liability waiver, which makes MAALL, not the hotel, liable if anyone were injured from the food or drink. Before doing this, check with Local Arrangements Chair to be sure MAALL has current liability insurance*. (See Budget chapter.)*

If the hotel charges for wireless Internet, be sure to have a clear understanding of the costs per day.

***The Room***

It is traditional for MAALL to have a Hospitality Room available on Thursday and Friday nights where members can relax, have a drink and snack, and visit. Ideally, the Hospitality Room should be a suite with a bar, kitchenette, and adequate seating for 10-20 people. Arrangements for the suite should be included in the hotel contract. (*See* [*Hotel chapter*](http://www.aallnet.org/chapter/maall/lamanual/Word/Hotel_Chapter3.htm)*.)*

If there is a sleeping room included, it may be occupied by someone from the Local Arrangements Committee or a MAALL officer, though that is not required. Anyone staying has to like having a lot of visitors and not need to go to bed early! Therefore it is generally occupied by a member of the committee who is willing to serve as host. Whether any committee member sleeps in the room or not, there does need to be a designated host for whenever it is open, who will have responsibility for the food and drink and for locking the room at closing time.

***Hospitality Room Function and Supplies***

The Hospitality Room serves as a place where MAALL members can gather to socialize, so food and drink should be offered. It is also nice to have cards and games available.

Food and drink offered should include an assortment of sodas, bottled water, wine, beer and snacks.  *(See list at end of chapter for St. Louis 2012* *purchases.)*

Do not assume that the hotel will provide any supplies, such as paper plates, napkins, silverware, corkscrew, bottle opener, etc. Ask, and bring your own if they charge.

***Hours***

The Hospitality Room should generally be available Thursday and Friday evening hours following any scheduled MAALL activities. It does not need to be open during MAALL programs or events. The room has traditionally remained open until midnight. One or more Local Arrangements committee members should be present to serve as host.

**Hospitality Room Sample**

Hospitality Room Food and Drinks – St. Louis 2012