

Korean American Association of Greater Washington Metro Area
Meeting Room Use Application

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| Group name: | |
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Undersigned group representatives and individuals agree to use shared meeting room within Korean American Association of Greater Washington Metro Area (KAAW) located at 7004-L Little River Turnpike, Annadale, VA 22003 under following terms and conditions.

1. Users shall be responsible for protecting and preserving all properties and agree to hold harmless KAAW.
2. Keep meeting room clean and free of trash. Remove all trash after meeting (Yours and others, if any).
3. Meeting hours are reserved by a 30-minute block up to 2 hours.
4. When leaving, turn off power and lock the door.
5. Meeting room use privilege may be cancelled at the sole descretion of KAAW without a notice.

| No. | Name | Phone | Email | Address | Signature |
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