



Chapter 237

Anoka County Airport, Blaine, MN

Meeting Room Reservation Procedure

To reserve the main meeting space of the chapter building please use the following procedure. Send an email to president@eaa237.org with the following information:

- Name of your organization/group
- Requested date(s) of meeting(s) to be held in the new year
- Starting and ending time of the meeting(s)
- 1-2 sentence summary of your typical meeting agenda
- Name and phone # (or email address) of official contact person
- Website URL for more information (optional).

Upon review and approval, your meeting(s) will be added to the meeting room reservation calendar. You will be sent a notification and approval email with a link to the calendar website. You can then review the posting and advise if any changes need to be made.

All use of the chapter's meeting room for any purpose and at any time is subject to prior approval by EAA Chapter 237 officers and board members representing the chapter membership at large. The board reserves the right to modify the schedule and this policy at any time for any reason. This building is privately owned by EAA Chapter 237, a registered 501(c)(3) non-profit organization. For insurance liability requirements, the workshop space in the back part of the building is not available for use by anyone except current chapter members.

For any questions about this meeting room reservation procedure please send an email to president@eaa237.org.