

Room Rental Agreement

The Sedona Verde Valley Association of REALTORS® does hereby agree to rent the space as indicated below;

The Boardroom (12 people)

The Classroom (max of 20 people)

At 859 Cove Parkway, Cottonwood, AZ to _____

Date(s) and Time(s) of meeting/class _____

Please answer the following questions to the best of your ability.

1. How many people are you expecting? _____
2. What is the reason you are renting the room?

Conditions of Rental:

1. Renters, presenter, their clients and guest will have access to public restrooms.
2. Class flyers, emails, correspondence, and all advertising for contacting members must be approved by Sedona Verde Valley Association of REALTORS® (SVVAR) before distribution to SVVR members. If renter or presenter is holding a real estate education program that is not sponsored by SVVAR and the SVVAR Education committee, flyers, emails, correspondence, and all advertising for contacting SVVAR Members for the class must state the following clearly:
**"The SVVAR Education Committee and the SVVAR Board of Directors neither sponsor nor endorse this course",
in bold 10-point or larger text on the first page of all written documents.**
3. Spamming members is strictly prohibited. Direct contact to advertise to SVVAR Members for this event or class is limited as follows.
 - a. Direct contact to SVVAR Members – 2 times up to and including the date of the event.
4. Upon leaving, the renter is responsible for locking all doors, turning off all lights, flushing all toilets, and emptying the trash cans. Trash bags are to be deposited in the dumpster at the northwest corner of the building.
5. All chairs and tables are to be returned to their original positions if they have been moved or rearranged.
****If the above is not taken care of, future rental privileges may be revoked. ****
6. The key must be returned on the next business day, or other arrangements may be made to return the key.
7. Safety requirements.
 - a. No open flames, including candles, gas, wood, or charcoal burners of any type may be used within the building.
 - b. The use of any alcohol and/or illegal drugs is strictly prohibited.
 - c. No person(s) may use the facility for overnight accommodation.
 - d. **Renter will not allow occupancy to exceed the appropriate amount given for space.**
8. Renter shall be responsible and liable for any extraordinary wear, tear, or damage to the property.
9. Renter will schedule function to be completed on time so that others of the property scheduled later in the day may have access at their scheduled times.
10. Renter does not have access to or the right to use SVVAR audio-visual equipment of any kind without prior consent of the Sedona Verde Valley Association of REALTORS®.
11. A list of names, telephone numbers, and email addresses of all persons in attendance of the class/event will be provided to SVVAR

Affiliate Members

1. **Meetings or classes not for REALTOR® members will be charged a room rental fee. (See fee scale below)**
2. The total Rental Fee is payable in full 24 hours before the rental date.

	Fees	Total
Per 8 Hour Day	\$125	
Per half day (3-5 Hours)	\$75	
Per Hour, hourly rate minimum of 2 hours	\$25	
Internet access for one computer up to 4 hours	Incl.	
Big Screen HD Usage per hour – HDMI connection. No adapters to accommodate Macs or iPads available. No screen or projector available.	Incl.	
Subtotal		
Total Rental		

I have read and understand the conditions of the above agreement and agree to abide by the same.

Individual/Officer/Agent Renting Organization

Date

Organization Name

Phone #

Email Address

For office use only

Deposit of \$ _____ Received on _____ by _____

Balance of \$ _____ Received on _____ by _____

Deposit returned on _____ by _____

SVVAR reserves the right to cancel this agreement at any time for any reason.

Non-Members

1. Nonmembers only: A security deposit of ½ of the total fee is required to reserve the room.
2. The balance of the Total Rental Fee is payable in full 24 hours before the rental date.
3. Cancellation: A cancellation fee of ½ of the deposit will be assessed for notices before 7 days of the schedule date.
 - a. The entire deposit will be forfeited for notices received within 3 days of the scheduled date.

	Fees	Total
Per 8 Hour Day	\$250	
Per half day (3-5 Hours)	\$150	
Per Hour, hourly rate minimum of 2 hours	\$50	
Internet access for one computer up to 4 hours	Incl.	
Big Screen HD Usage per hour – HDMI connection. No adapters to accommodate Macs or iPads available. No screen or projector available.	Incl.	
Subtotal		
Security Deposit (1/2 of Subtotal)		
Total Rental		

I have read and understand the conditions of the above agreement and agree to abide by the same.

Individual/Officer/Agent Renting Organization

Date

Organization Name

Phone #

Email Address

For office use only

Deposit of \$ _____ Received on _____ by _____

Balance of \$ _____ Received on _____ by _____

Deposit returned on _____ by _____

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