

Date/time received at GLAR _____ by _____ Approved By _____ Date _____

Thank you for your inquiry and/or selection of the GLAR Facility for your meeting/event location.

REQUEST FOR RENTAL / RENTAL AGREEMENT

Responsible Party (Company/Individual Name): _____

Billing Address: _____ Phone: _____

Type of Meeting/Event _____ No. Guests: _____

Date of Meeting/Event: M Tu W Th F Sa Su, Month _____ Day _____ Year _____

Please check rental needs and total amount due with this agreement at bottom:

Meeting Room

Computer Training Lab

RENTAL FEE

<u>Time (hours)</u>	<u>Meeting Room*</u>		<u>Technology Training Room*</u>
	GLAR Member	Non-Member.	Non-Member
0-4 Hours	<input type="checkbox"/> \$ 75	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100
4-8 Hours	<input type="checkbox"/> \$150	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200
8-12 Hours	<input type="checkbox"/> \$250	<input type="checkbox"/> \$300	Not available Evenings or Weekends

Add \$50 per hour* for each additional hour over 12 hours: _____ # Hours

**NOTE: No charge to GLAR members during GLAR business hours. Charges effective evenings & weekends.*

✓ \$250 security deposit REQUIRED with application (refundable).

Add \$50 for kitchen access

Add \$75 for meeting room reset

VCR/TV @ \$50.00/Day*

Internet Connectivity @ \$5.00 /Hour

Overhead Projector/Screen @ \$30.00/Day*

Flip Chart Stand/Easel @ \$20/Day* (pad not included)

Sound System @ \$5.00/Hour

White Board @ \$20/Day (Dry-erase markers not included)

(*Fee is the same for 1 hour or 12 hours of use)

Coffee (includes cups, creamer, sweetener, and stirrers)

24-60 cups \$60 72 cups \$72

84 cups \$84 96 cups \$96

Name of Person to check out/return building key:

*****ALL FEES ARE DUE WITH APPLICATION*****

Amount Due:

SECURITY DEPOSIT	\$	<u>250.00</u>
Room Rental	\$	_____
Kitchen Access	\$	_____
Meeting Room Reset	\$	_____
Equipment Required	\$	_____
Coffee	\$	_____
Total	\$	_____

GLAR USE:

TOTAL DUE \$ _____

Paid by: ___ Check # _____

___ Credit Card-Non-Member: MC, Visa

___ Credit Card - Member: MC, Visa, AMX

I have read and agree to abide by the GLAR Policies and Regulations for Meeting Room, Computer Technology Training Room and equipment rental if approved by Staff Executive or Board of Directors.

Signature _____ Date _____

Printed Name _____ Cell Phone _____

E-mail _____ Day & Evening Phone _____

Greater Lewisville Association of REALTORS®
Meeting Room Rental Policies and Regulations

Thank you for your inquiry and/or selection of the GLAR Facility for your meeting/event location. Below you will find a list of guidelines for the use of our facility.

The Greater Lewisville Association of REALTORS'®, Inc. Board of Directors reserves the right to deny or cancel any reservation for the use of our Meeting Room if the Board of Directors deems such use of the facility is inappropriate, hazardous or disruptive. If rental is denied, all rental fees and deposits will be refunded within thirty (30) calendar days.

The Meeting Room in the Greater Lewisville Association of REALTORS®, Inc. (*referred to as GLAR in this document*) building is provided primarily for REALTOR® related activities which shall have first priority in the scheduling of the facility.

GLAR does not endorse any group(s) renting the Meeting Room and may not be named as a sponsor of any meeting/event unless approved by a majority vote of the Board of Directors. The subject matter, content and all remarks made by any person or persons during such meeting/event shall be the sole responsibility of the Renter requesting use of the GLAR facility.

I. RESERVATIONS

Reservations may be made Monday through Friday from 8:30 a.m. – 4:30 p.m. (Please contact the Association Executive for booking all reservations). Reservations are not confirmed until the entire rental fee and required deposit has been paid in advance and review and approval of the rental application by the GLAR Board of Directors, or designated staff is given.

A Room Rental Agreement form must be signed and submitted with your rental check and security deposit check before your request for a reservation is submitted to the GLAR Board of Directors or designated staff for approval. Please indicate any AV equipment or coffee needs on the rental application form and include these costs in your rental check. Your rental check will be deposited ten (10) business days prior to your event.

One week prior to the meeting/event the Renter agrees to provide GLAR with *A Certificate of Liability Insurance Coverage from an A-rated insurance company in the amount of \$1,000,000 naming the Greater Lewisville Association of REALTORS, 997 S. Edmonds Lane, Lewisville, Texas 75067 as additional insured. Please check with your personal insurance agent for information.*

NOTE: Keys to the building will not be issued to the Renter if the Renter fails to provide the Certificate of Liability Insurance Coverage (*see paragraph XI*).

II. LIABILITY

GLAR accepts no responsibility for any personal injury or damage to personal property of Renter and/or attendees arising from the use of the Meeting Room, and in consideration of the GLAR agreeing to let applicant use the Meeting Room the Renter agrees to indemnify and hold the GLAR, its employees, agents, directors, officers harmless from any and all damages, claims, expenses, and costs including, but not limited to reasonable attorney fees, as a result of the rental applicant and/or attendees use.

Renter Initial _____

III. **SECURITY DEPOSIT**

A refundable security deposit in the amount of \$250 is required.

All building Renters are responsible for any damage or injuries related to the use of the building. A representative of your group may request to meet with GLAR staff to inspect the facility prior to your use and on the morning of the first GLAR workday immediately following your use.

The security deposit, minus any additional charges, clean-up fees, repairs, room set up, equipment damage or loss, and or building re-keying will be mailed to the Renter together with an itemized list of bids or actual costs for such charges within 30 days of the meeting/event. In the event the security deposit is insufficient to cover all necessary additional charges the Renter shall promptly pay the difference upon receipt of notification thereof, with such notification containing an itemized list showing the total of such additional charges, clean up and/or replacement/repairs, etc. (*Refer to paragraph XII for enforcement*).

IV. **CANCELLATIONS**

Cancellations must be submitted in writing to the Board of Directors or designated GLAR staff at least ten (10) business days prior to the rental date in order to receive a refund. No refund will be made if cancellation occurs within ten (10) business days or less prior to the room rental date. Upon proper notice GLAR will refund \$200 of the security deposit and all rental fees collected.

V. **RENTAL PERIODS and CHARGES**

Meetings/events shall not extend past 10:00 p.m., CST, Sunday – Thursday, or past 11:00 p.m. Friday or Saturday. This is to respect the privacy of GLAR’s residential neighbors.

Charges are based on four (4) hour increments

\$75 for up to four (4) hours day or evening

\$150 for four (4) up to eight (8) hours day or evening

\$300 for eight (8) to twelve (12) hours day or evening

Add \$50 per hour for each additional hour over twelve (12) hours per rental.

Add \$50 for kitchen access

Add \$75 for Meeting Room reset

\$250 Deposit

(Clean up, Room Reset, Key Deposit, Damage Repair, Broken or lost

Equipment. Charges will be deducted from the Deposit. Costs exceeding the deposit will be invoiced to the Renter).

NOTE: Technology Training Room is available for rent only during regular business hours.

There is no charge to GLAR Members to use the Meeting Room or Technology Training Room during regular business hours of the Association (Monday - Friday, 8:00 a.m. – 4:30 p.m.), provided

Renter Initial _____

the meeting/event is real estate related. In order to reserve the Meeting Room, the member must contact association staff to reserve the Meeting Room on the association's general calendar. A Rental Agreement is not required. Use is based on first come basis.

VI. FOOD AND BEVERAGES

Rental of the Meeting Room may include use of the kitchen for an additional \$50 fee. The Renter must furnish all utensils and supplies necessary for their meeting/event. Use of a refrigerator is not provided. Caterers are not allowed to enter or have items delivered to the building, before the specified rental period. A representative of the Renter must be present to accept/sign for all deliveries. GLAR staff will not accept deliveries on behalf of the Renter. In addition, caterers, or any other individuals are not allowed to leave items in the building after specified rental period. *Please consider this when arranging a meeting with your caterer and inform your caterer of this policy.*

It is the Renter's responsibility to take all trash to the dumpster (located at the rear of the back parking lot). Failure to remove trash from the building will result in the cost of the GLAR janitorial service being employed to remove the trash and these charges will be deducted from the Security Deposit.

VII. ROOM CAPACITY AND SET-UP

Meeting Room attendance shall not exceed a total of 80 people.

Technology Training Room shall not exceed 10 students, plus 1 instructor and is available only during regular business hours of the Association (M-F, 8:00 a.m. – 4:30 p.m.). No food or drink is allowed in the Technology Training Room. *(Refer to Paragraph V for charges)*

No individual is permitted in the business office area after the close of GLAR business.

Telephone connections are not available in the Meeting Room or Kitchen area.

Tables and Chairs may not be removed from the Meeting Room. Unused chairs may be safely stacked and tables may be arranged around the walls.

The Renter agrees to reset the room as per the room arrangement plan provided to the Renter at the time the building key is picked up *(usually on the rental day or on Friday if the room is rented for a weekend date)*. In the event the room is not reset to the plan provided, a \$75 reset fee will be deducted from the deposit.

VIII. STORAGE OF EQUIPMENT AND SUPPLIES

Equipment, supplies or personal effects of the Renter may not be stored or left in the Meeting Room or on the GLAR premises. No storage cabinets, containers, or other repository will be permitted.

Decorations, equipment or supplies may be brought in only on the day of rental during the specified rental period. All decorations, equipment and supplies must be removed out of the building by the end of the rental period.

Renter Initial _____

The Greater Lewisville Association of REALTORS®, Inc. and staff are not responsible for any item left on the premises. *Items left on the premises following the rental period will be donated to a local charity.*

Equipment requiring voltage other than 120 volts is not permitted.

IX. USE OF TOBACCO PRODUCTS and ALCOHOL BEVERAGES

TOBACCO PRODUCTS - Smoking and the use of all tobacco products is prohibited in the building. Use of tobacco products is allowed only in the designated smoking area (located by the flag pole on the northwest side of the building). *Please keep the door to the Meeting Room closed at all times, so tobacco smoke does not enter.*

ALCOHOL BEVERAGES - Alcohol is not permitted and may not be served or consumed anywhere on the GLAR premises, including within the building, on parking lot, sidewalks, etc.

X. BUILDING ACCESS – KEY CHECK-OUT

For evening and weekend access to the Meeting Room, the Renter will be required to check out a building key: 1) prior to 4:30 p.m. on the day of the meeting/event; or 2) if the meeting/event is scheduled for a weekend day/evening, by 4:30 p.m. of the last regular business day of GLAR prior to the weekend.

The person receiving the key is responsible to make sure the building is secure upon leaving and is responsible to return the key to GLAR by 10:00 a.m. on the next business day. Only the person designated on the Rental Agreement, to check out the key, will be allowed to receive a key.

A refund will not be given if the Renter fails to pick up the key prior to the meeting/event and the building is locked upon the Renter's arrival.

Failure to return the key to GLAR by 10:00 a.m. on the next business day will result in a re-key charge to have door locks re-keyed. This will be deducted from the security deposit.

The building key will not be issued to the Renter should the Renter fail to provide the Certificate of Liability Insurance Coverage (*see paragraph I*).

XI. MISCELLANEOUS RULES AND INFORMATION

- Groups or individuals shall be given equal opportunity regardless of race, color, sex, religion or national origin.
- No animals will be permitted in the facility except as required to assist those with disabilities as defined by the American Disability Act - 1990 (ADA). (Example: seeing eye dog).
- All tables, decorations, displays, etc., must be arranged so that clear and unobstructed pathways are maintained throughout all areas. **Exits cannot be blocked.**

Renter Initial _____

- GLAR pictures, banners, wall hangings, plaques, posters, etc. may not be removed from the walls.
- All decorations must be on a table or free standing. Nothing may be attached to ceiling, walls, windows, fixtures, open rafters, or to GLAR pictures, wall hangings or plaques etc.
- Open flames are not permitted. No improvised lights are to be used such as candles, hurricane torches or lanterns. No source of fire or flammable fuel (sterno, lamp oil, etc.) of any kind is to be permitted on the Association premises. *(Please inform your caterer of this policy).*
- Glitter, sprinkles, confetti, rice or birdseed, etc. are not allowed in the building or on GLAR premises.
- Balloons must be secured to avoid them getting tangled in the ceiling fans.
- Nails, tacks, staples or tape of any kind may not be used on GLAR walls, doors, rolling metal counter door into the kitchen, etc.
- GLAR Staff is not available to assist with unloading vehicles, decorating, food preparation, clean up, etc., or with equipment obtained or rented from other sources. Staff will assist with set-up of AV equipment leased from GLAR.
- GLAR reserves the right to have a staff member present on GLAR premises at anytime during a rental meeting/event.

XII. COURT COSTS

The Renter agrees to pay all costs and expense incurred by the Greater Lewisville Association of REALTORS®, Inc. to enforce the terms of this agreement, including but not limited to, court costs and attorneys' fees

Renter Initial _____