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**GLAR Member Conference Room Rental Agreement**  
(Please Print)

Name of Applicant/Contact: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Day/Date room requested: \_\_\_\_\_

Hours of use: AM \_\_\_\_\_ PM \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Will additional set up time be needed? Yes \_\_\_\_\_ No \_\_\_\_\_ Time \_\_\_\_\_

The applicant agrees to protect, indemnify, defend, save and hold harmless the Greater Lakes Association of REALTORS® and its Officers and Employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of the facility. I agree that the above statements are true and I agree that I have read and understand all policies and information.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Please note: submitting this application does not guarantee room use; you will be notified by phone or email when your application has been approved.

Fee Schedule (check those that apply)

- \_\_\_\_\_ \$100.00 per half day \_\_\_ 9:00-12:30 PM or \_\_\_ 1:00 pm to 4:30 pm
- \_\_\_\_\_ \$150 per full day (9:00 am – 4:30 pm)
- \_\_\_\_\_ Wireless access: no charge
- \_\_\_\_\_ LCD projector, VCR/DVD, overhead projector: no charge
- \_\_\_\_\_ Copies: \$0.20 per copied sheet
- \_\_\_\_\_ Kitchen \$100
- \_\_\_\_\_ Table Set-up charge \$50
- \_\_\_\_\_ Rental included coffee

# General Use Room Rental Regulations

## Conditions for use

1. You must include the following disclaimer on all written materials distributed or printed in reference to your program: ***This program/event is sponsored by (insert your group or individual name here) and is not sponsored or endorsed in any way affiliated with the Greater Lakes Association of REALTORS® (GLAR).***
2. GLAR may require the applicant to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it.
3. Equipment problems should be reported immediately to GLAR staff when detected.
4. The requesting entity is responsible for cleaning the room after use. **If tables and chairs have been rearranged, they must be returned to their original positions.**
5. Space can only be used for approved purposes.
6. No items brought in for use during the meeting shall be left overnight.
7. Federal and State Statutes, Laws and all local ordinances must be observed. **No gambling of any type is allowed. No alcohol use of any kind is permitted.**
8. The party leasing the room shall assume all responsibility for all actions of their guest and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
9. The association office is a smoke free facility; smoking is allowed only in the designated outdoor smoking area.
10. Attendees agree to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented, common and public areas such as the restrooms.
11. Nothing shall be attached to the walls, ceiling, or any fixtures.
12. Users shall keep the equipment clean and free from damage from food or drink.
13. Violation of any of the room use regulations may result in the loss of the room use in the future.

## Liability

The person requesting to rent the facility and the organization they represent shall agree to compensate the Association (GLAR) for all damages to the facility, equipment, and other property owned by the Association; to compensate an employee for damage to personal property by any person attending the event, and further assumes responsibility for any personal injuries, including death, caused by participants of the scheduled event.

If all guidelines are not followed, the association has the right to cancel the rental contract and deny any future requests for room rental to the applicant.