

RENTAL AGREEMENT

DEKALB ASSOCIATION OF REALTORS[®]

RENTAL HOURS: 9:00 am – 4:30 pm (Monday - Friday)

1414 Montreal Road East

Tucker, GA 30084

TEL: 770-493-6100 (Contact: Ronda Ensor: ronda@dekalbrealtors.com)

Hours	Fees for Members	Fees for Non-Members
Classroom (Seats Up to 60)		
1-2 Hours	\$100.00	\$150.00
3-4 Hours	\$200.00	\$300.00
5-8 Hours	\$400.00	\$500.00
Boardroom (Seats 20+)	\$50 half day	\$75 half day
	\$100.00 full day	\$200 full day

Coffee	\$20.00 per day for coffee service. Up to 2 pots each of regular and decaffeinated. (please check “yes” if you would like coffee, “no” if you do not).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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PLEASE EMAIL COMPLETED FORM TO DEKALB ASSOCIATION OF REALTORS[®]

REQUEST DATE(S): _____ TIME: _____

TYPE OF MEETING: _____

FIRM/ORGANIZATION: _____

ADDRESS: _____

CONTACT NAME (USER): _____

TELEPHONE: _____ FAX: _____

PAYMENT INFORMATION:

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____ CSC (back of card): _____

NAME ON CARD: _____ AMOUNT: _____

BILLING ADDRESS: _____

Full payment for the rental is due no later than 10 days prior to the event. Water and Coffee will be provided upon request. Cancellation Notice must be received by DeKalb Association of REALTORS[®] 7 working days prior to date of event to waive cancellation fee of \$100.00/\$200.00.

DEKALB ASSOCIATION OF REALTORS® MEETING & CLASSROOM RENTAL AGREEMENT

1. DeKalb Association of REALTORS® (DAR) is located at 1414 Montreal Road East, Tucker, Georgia. For the purposes of this document only, the company or individual utilizing the Space at the aforementioned location will be referred to as the "User".
2. The User is hereby granted permission to use the designated classroom and/or meeting rooms and areas located within the Building during the time periods set forth on the User Specification page. The Space shall be used only for the event described and for no other purpose without a DAR staff representative's prior written consent.
3. User shall abide by the Rules and Regulations of DAR, including, but not limited to the following:
 - a. Rooms may be reserved within normal business hours (Monday - Friday, 9:00 am – 4:30 pm). Please see rental rates on the User Specification Page within this document.
 - b. The meeting/class does not offer Continuing Education credit unless approved in advance by an authorized DAR staff member.
 - c. If room setup is required, an additional fee will be charged.
 - d. The classroom/boardroom has an Internet outlet and LCD Projector/screen. WE DO NOT PROVIDE TECHNICAL ASSISTANCE.
 - e. The User is responsible for any products (copies, cups, napkins, paper plates or utensils) required. In emergency situations, copies are 15 cents per page.
4. If the space or any portion of the Building is damaged by the action, inaction or negligence of the User, its agents, employees, guests, invitees or other persons admitted to the Space or the Building by the User or as a result of the breach by User of this Agreement, User will pay DAR, upon demand, the costs necessary to repair any damage and to restore the Space and/or the Building to their present condition. The User hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the Space or to any portion of the Building by the User.
 - a. In addition, User shall not injure, mar, nor in any manner deface the Building, and shall not cause or permit anything to be done whereby the Building shall be in any manner injured, marred or defaced; and will not drive or permit to be driven nails, hooks, tacks, staples, or screws into any part of the Building or furniture, and will not make, nor allow to be made, any alterations of any kind to the Building.
5. Except for advertising relating to the event permitted in the Space, User will not post or exhibit, nor allow to be posted or exhibited, signs, advertisements, show-bills, lithographs, posters or cards of any description, inside or in front, or on or about any part of the Building (other than directly within the rented meeting room space).
6. User shall not place any chairs, moveable seats, or other items in any passageways and will keep the passageways clear at all times.
7. In its use of the Space, the User shall comply with all applicable federal, state and local laws, ordinances and regulations. No illegal substances shall be sold or served in the Building and User shall not bring or permit its guests or invitees to bring illegal substances or harmful goods into the Building.
8. The User shall not bring any equipment or fixtures in the Building without DAR's prior consent.
9. Approved catering is permitted. Alcoholic beverages may be permitted, however only with advance permission and is subject to the discretion of an authorized representative of DAR. Alcoholic beverages may not be sold on the premises.
10. Smoking is not permitted in the building. Smoking is allowed in designated areas outside.
11. User shall not admit to the Space a number of persons in excess of the maximum occupancy.
12. The User agrees to remove all trash, garbage, or litter which accumulates during the use of the Space, to place such materials in the approved garbage receptacles, and to leave the Space in a clean and neat condition. If User fails to do so, User agrees to pay the cost of cleaning the Space at DAR rates.

13. User agrees to indemnify and hold harmless DAR, its officers, employees, and agents for, from and against any and all claims, demands, actions, or causes of action of whatsoever kind, arising or resulting directly or indirectly from the use, occupancy, or licensing of the Space by the User, its sub-users, contractors, subcontractors, agents, officers, employees, guests or invitees.
14. DAR shall not be liable for any lost or stolen articles, and User shall indemnify DAR thereof.
15. Authorized representatives of DAR may enter into, and on, all the licensed Space at any time.
16. User shall be charged a \$25.00 service fee for all NSF checks received by DAR. DAR reserves the right to submit all NSF checks to a collection agency, and to recover attorneys' and collection fees.
17. Management reserves the right to decline room usage at any time.
18. This agreement constitutes the entire agreement between the parties pertaining to the subject matter herein, and all prior and contemporaneous agreements, representations and understandings of the parties, oral or written, are superseded and merged by the Agreement. No supplement, modification or amendment of this Agreement shall be binding unless in writing and executed by DAR and User.

I HAVE READ, UNDERSTAND AND ACCEPT THIS AGREEMENT IN ITS ENTIRETY:

USER/COMPANY NAME: _____

CONTACT(*please print*): _____

SIGNATURE: _____ DATE: _____

DeKalb Association of REALTORS®

CONTACT(*please print*): _____

SIGNATURE: _____ DATE: _____