

CONFERENCE ROOM RENTAL AGREEMENT

RENTER INFORMATION

Name(s) of Renter(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Member of YAR: Yes No

EVENT INFORMATION

Date(s) of Function: _____

Time of Function: From: ____ am/pm To: ____am/pm

Number of People Attending: _____

**** Due to the safety of the public, only ten (10) attendees plus facilitator are allowing in the conference room at one time. Attendees must be able to social distance and must always wear masks. Not complying to COVID-19 safety measures may result in termination of your rental agreement. ****

I agree to adhere to safety measures as stated above.

RENTAL FEES:

Member Rates:

\$50 half day (up to 6 hours)
 \$150 full day (6 hours or more)
 \$15 per day (6 dates or more)

Non-Member Rates:

\$75 half day (up to 6 hours) \$ _____
 \$200 full day (6 hours or more) \$ _____
 \$40 per day (6 dates or more) \$ _____

****Payment must be paid in full at time of booking. See Cancellation Policy****

TOTAL FEES PAYABLE to Yakima Association of REALTORS® - check or credit card \$ _____

AGREEMENT

In exchange for the use of the Yakima Association of REALTORS® Conference Room, I hereby agree that I have read, understood and agree to abide by the terms, conditions and responsibilities outlined in this Agreement; including all terms and conditions set out on both pages of this Agreement.

Signature: _____

Date: _____

TERMS AND CONDITIONS

FACILITY:

The Conference Room is rented on an "as is" basis. Renters must adhere to all by-laws and policies including fire and safety regulations. The Conference Room must not be used for any illegal purposes. Payment of all fees permits the Renters and their guests the use of the Conference Room and restrooms only. Renters of Conference Room is not permitted to use the offices for any purpose.

BOOKING:

Tentative bookings are not permitted. The Conference Room is not considered booked until the Rental Agreement is signed by all Renters and all fees are received in full.

CANCELLATION:

In the event of cancellation, the Rental Fee will be retained as follows:

1 days' notice or less – 100% Rental Fee

2 – 6 days' notice – 50% of Rental Fee

7 days' notice or more - 10% of Rental Fee

AUDIO/VISUAL (A/V) SERVICES:

It is the Renters responsibility to verify if their A/V needs are compatible with the A/V system in the Conference Room.

CLEANING:

The Renters must ensure that the Conference Room is clean and put back to its original configuration before leaving. Renters will be charged **\$50 cleaning fee** if the Conference Room is not returned in its original condition.

PARKING:

Renters and their authorized guests shall not use or allow use of the parking lot for any activity other than parking vehicles.

Renters and guests/meeting delegates bear full responsibility for all vehicles and contents.

RESTRICTIONS:

Nothing may be pinned, nailed or stapled to any wall, door, ceiling or floor.

Smoking is NOT permitted inside the building and permitted ONLY in designated areas.

INDEMNITY:

The Renter(s) indemnify and hold harmless YAR, its elected officials, representatives, officers, employees and contractors from any and all claims, damages, charges or costs arising from the use of the Conference Room.

INSURANCE:

Conference Room will be covered under the YAR's insurance. Cost to cover insurance is included in the rental fees.

I hereby attest that I have read, understood and I agree to all terms and conditions.

Initials: _____ Date: _____