



2020 Classroom Rental Agreement

All room rentals are billed in one-hour increments, inclusive of set-up and clean-up.

Tables and chairs must be returned to the original setup prior to leaving, unless notified otherwise by a WCREALTORS staff member, and Renters will be billed for an additional hour if the room has not been vacated at the time the reservation ends.

Cancellation Policy: Cancellations received 14 days or more before the date of the event will receive a full refund of the rental fees paid. No refunds or credits will be given on cancellations received within 14 days of the event. Refunds are paid within 30 days of the request.

Rates: Hourly rental rate for the Boardroom is \$25 for members / \$35 for non-members. Hourly rental rate for the Classroom is \$15 for members / \$25 for non-members. NON-members must pay a \$45 deposit at the time of reservation.

All rental fees must be paid in full PRIOR to use.

Name of Renter: _____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Rental Purpose: _____

Member Status: _____ **Member Number- Name:** _____



- Group activities involving more than normal wear and tear on facility are not permitted (i.e. classes involving paints or other staining materials)
- WCREALTORS reserves the right to discontinue the use of the rental by any group which disturbs the usual regulations and procedures of the WCREALTORS or creates a nuisance.
- Nothing may be taped, nailed or stapled to the walls.
- Any glitter, confetti, and like items must be vacuumed up prior to departure by the group.

Serving of Food

- Food may be served in the room provided WCREALTORS is given prior notice.
- Simple refreshments (coffee, soft drinks, cookies, doughnuts, etc.) may be served without prior approval.
- We can provide Coffee for you with basic supplies for an additional fee of \$25.00
- No meals may be cooked on the premises.
- Cups, napkins, cleaning supplies, etc. must be furnished by the user organization. Any items stored in the cabinets are for WCREALTORS use only.
- Kitchen must be left clean and in good order.

Alcoholic Beverage(s) Policy

- No alcohol may be served on the premises.

Room Set-up and Clean-up:

- Room Rental times include set-up and clean-up
- Lessee is responsible for room set-up and clean-up which includes:
 - **Set-up**
 - Any food/beverage used is the responsibility of the Lessee.
 - Any additional audiovisual equipment needed other than mentioned above, is the responsibility of the Lessee.
 - **Clean-Up**
 - All Chairs and tables are to be returned to the original room configuration by Lessee.
 - All food and beverage is to be cleaned up by Lessee.
 - Any audiovisual equipment used will be in the same working order as when Lessee received it or Lessee will pay for damage.
 - If additional time is required by the Lessee for set-up or clean-up over and above the time allotted for the event. An additional fee will be applicable.
 - Trash should be taken to dumpster located behind the building and the coffee pot should be cleaned and turned off (if included in rental). All trash cans must be relined by Lessee.
 - All trash (including cans and bottles) must be picked up from the grounds surrounding the building, including the parking lot, and placed in the dumpster.
 - If rental is after office hours, all lights should be turned off, the alarm should be set, doors locked and the key and checklist should be dropped off in the mailbox (located on the north side of the building).
 - If the facility is not left in the condition it was received by Lessee, a \$100.00 per hour cleaning/re-set fee will be charged to Lessee in addition to rental fees.



Indemnity

You hereby agree to protect, defend, indemnify and hold the Williamson County Association of REALTORS® harmless from any property damage, personal injury, suits, actions, liabilities, damages, cost of repairs or service to the Auditorium or any adjacent premises owned or controlled by the Williamson County Association of REALTORS®, or any other loss caused, negligently or otherwise, by you and/or your agents, employees, independent contractors, patrons, guests or invitees.

Lessee Signature

Date

WCREALTORS Representative

Date

RENTAL CHARGES

Name of Lessee:

Rental Date(s)	Room Reserved	Total Rental Hours	Rental Type (Member/Non-Member)	Hourly Rental Rate	Coffee Service (Y/N)

Room Rental:	\$
Additional Services:	\$
Rental Total Amount:	\$
Security Deposit:	
TOTAL AMOUNT DUE:	\$

Comments:

PAYMENTS



	AMOUNT	DUE DATE	DATE PAID	PAYMENT METHOD
Security Deposit (waived for Members):				
Down Payment (50% of rental):	\$			
Final Payment (remaining balance due):	\$			

Lessee Signature

Date

WCREALTORS Representative

Date