



15344 Pearl Drive, Baxter, MN 56425 Telephone 218-828-4567 Fax 218-829-8178 Office@GreaterLakesRealtors.com

GLAR CONFERENCE ROOM RENTAL AGREEMENT

(Please Print)

Name of Applicant/Contact: _____

Name of Firm: _____

Address: _____

Contact phone number: _____ Email address: _____

Day/Date room requested: _____

Total Hours of use: AM _____ PM _____ (this includes set up & take down time)

Purpose of use: _____

Fee Schedule (check those that apply)

- _____ \$75 per half day ___ 8:30 am to 12:30 pm or ___ 1:00 pm to 5:00 pm
- _____ \$150 per full day (8:30 am – 5:00 pm)
- _____ \$35 per hour rental Time: _____
- _____ Wireless access: no charge
- _____ LCD projector, VCR/DVD, overhead projector: no charge
- _____ Coffee Maker: no charge (must bring coffee)
- _____ Copies: \$0.20 per copied sheet
- _____ Kitchen \$100
- _____ Table Set-up charge \$50

I agree that the above statements are true and I agree that I have read, understood, and will honor all policies and information, including the attached General Use Room Rental Regulations which are a part of this agreement. I understand GLAR is only expected to provide services and equipment identified and agreed to in this contract.

Signature of applicant

Date

Printed name

GLAR Signature

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.

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

Renter 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, included, but not limited to, the following.

Damages. Renter is responsible for any loss or damage to the Rental Space, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Renter agrees 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. Deposits may be used to offset the costs of such damages. Renter agrees and acknowledges that Renter's liability for loss or damages is not limited to the amount of the deposits received by GLAR.

LIMITATION OF LIABILITY. GLAR's LIABILITY TO RENTER FOR DAMAGES ARISING FROM RENTAL OR USE OF THE ACTIVITY AND MEETING ROOM SPACE FOR ANY REASON AND UNDER ANY THOERY OF LAW WHATSOEVER IS LIMITED TO THE TOTAL AMOUNT PAID BY RENTER TO GLAR IN RENTAL FEES AND DEPOSITS. GLAR will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond GLAR's control.

Renter's Property. GLAR is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the Rental period. Renter and Renter's guests as Renter's permitted invitees **RELEASE GLAR FROM ANY AND ALL LIABILITY FOR LOSS OR DAMAGES** to such property.

Liability for Guests. Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter's guests during the Rental Period, and at any other time such guest is on or around the Rental Space as a result of Renter's use of the Rental Space. GLAR will not be liable for the safety of Renter's guests. **RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS GLAR FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER'S GUESTS DURING THE RENTAL PERIOD.**

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.

GLAR ROOM RENTAL ETIQUETTE

Please...if applicable...

- Put tables and chairs back in order
- Clean coffee pots and filters if used
- Clean up kitchen if used
- Check/tidy up bathrooms
- Take out garbage (back door)
- Turn off AV/computer equipment
- Make sure both doors are locked
- Set alarm
- Return key to GLAR ASAP

Thank you!

10/23/14
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