



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

GLAR ROOM RENTAL AGREEMENT (Monday - Friday Only)

Name: _____

Name of firm (if applicable): _____

Address: _____

Contact phone number: _____ Email address: _____

Date room requested: _____ Attendees # (approx) _____

Time of Use: _____ (this includes set up & take down time)

Purpose of use: _____

Fee Schedule: (check all that apply) *All fees must be paid prior to date of event.

Note: Coffee maker is available for use but must bring own coffee/supplies (we can supply coffee for a fee).

Please note: During winter months, we can provide snow removal for an additional fee if rental occurs after business hours and snow removal is necessary. Fees are to be determined upon removal.

	Fee Schedule	Quantity	Fee	Total
	Non Refundable Damage Deposit (nonmembers)		\$25	
	Daily Rental (Conference Room)		\$35/day	
	Half Day Rental (Ed Room) 8am-12pm or 12pm-4pm		\$75/half day	
	Full Day Rental (Education Room)		\$150/full day	
	WiFi (must request password)		NO CHARGE	
	Overhead Projector (request instructions if needed)		NO CHARGE	
	GLAR Supplied Coffee		\$10/pot	
	Copies		\$0.20/sheet	
	Use of Kitchen		\$100	
	Table Set-Up Charge	N/A	\$50	
	Outside of Business Hours Staff Fee		\$35/hour	
Total Fees				

GLAR OFFICE USE ONLY:

- Dates and Times approved
- Added to Calendar
- Invoice emailed _____ date
- Payment received _____ date
- Table Qty _____ Chair Qty _____

Special Notes:

GLAR Signature

Date

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 YOUR COMPANY NAME HERE and is not sponsored, endorsed or 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 the 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. Failure to do so will result in additional charges.**
5. If the GLAR determines the room needs professional cleaning services, applicant will be responsible for these charges.
6. If food or beverage is brought in, requesting entity is responsible for delivery and cleanup.
7. Space can only be used for approved purposes.
8. No items brought in for use during the meeting shall be left overnight. GLAR is not responsible for any materials or equipment left at the association before, during or after your meeting.
9. Federal and State Statutes, Laws and all local ordinances must be observed. **Gambling of any type is NOT allowed. Alcohol use of any kind is NOT permitted, unless provided and served by a licensed and insured third party.**
10. The party leasing the room shall assume all responsibility for all actions of their guests and shall allow no unlawful or disruptive activities.
11. The event shall be supervised during the entire period of use.
12. The association office is a smoke free facility; smoking is allowed only in the designated outdoor smoking area.
13. **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.**
14. Nothing shall be attached to the walls, ceiling, or any fixtures.
15. Users shall keep the equipment clean and free from damage from food or drink.
16. Violation of any of the room use regulations may result in the loss of the room use in the future.

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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 THEORY 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.

I agree that the above statements are true and that I have read, understood, and will honor all policies and information, including the 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.

Name of applicant (please print)

Signature of applicant

Date

Forms 9/23