

# Big Classroom Room Rental Agreement



## Renter Information:

Contact name: \_\_\_\_\_ Business name: \_\_\_\_\_  
 Contact's phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Business address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Date(s) of use: \_\_\_\_\_ Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_  
 On site contact, if different: \_\_\_\_\_ Number of expected attendees: \_\_\_\_\_  
 Explanation of event and specific needs: \_\_\_\_\_

## Terms and Conditions:

This Rental Agreement (Agreement) made this date \_\_\_\_\_ by and between the Utah County Association of REALTORS® (UCAR) and \_\_\_\_\_ herein referred to as "Renter."

- UCAR hereby rents to Renter and the Renter hereby rents from UCAR at will the UCAR Education Room (Room) located on the first floor of the building located at 1031 W. Center St. Suite 100, Orem, UT 84057 from this beginning date \_\_\_\_\_ at this beginning time \_\_\_\_\_ to this ending date \_\_\_\_\_ at this ending time \_\_\_\_\_, herein referred to as "Event."
- UCAR reserves the rights to rent the Room primarily for events that are real estate-related; each rental request will be evaluated on a case-by-case basis; UCAR reserves the right to refuse rental for any reason.
- UCAR agrees to provide 60 classroom chairs, 30 classroom desks, a white board, an A/V podium, a wireless microphone, an LCD projector, a projector screen, an audio system, and kitchen facilities for the use of the Renter. The Renter agrees to operate the A/V equipment only under the supervision of UCAR staff. Any additional equipment must be provided by the Renter. The Renter understands that consumption of any food or beverage currently stocked in the kitchen is prohibited; any food or beverage the Renter wishes to provide for the Event must be provided by the Renter.
- Renter is responsible for any repairs and/or extra cleaning charges caused by use of the Room beyond normal wear.
- Renter agrees to no product sales if room is used for class of any sort.
- UCAR prohibits Renter from using push pins, tape, and/or nails on walls of the Room and prohibits the Renter from attaching anything to the walls of the Room. UCAR prohibits Renter from bringing any colored drinks into the Room.
- Renter agrees to pay a \$200 deposit to UCAR at time of reservation. The deposit will be returned within 15 days to Renter if classroom and kitchen are left in broom-clean condition. All garbage must be removed and placed in outside receptacle; tables and chairs must be left in the standard classroom seating configuration. Kitchen counters and sinks must be free of debris. On the day(s) of the Event, Renter must check-in and check-out at the UCAR reception desk.
- Renter agrees to present the completed Agreement and the \$200 deposit to UCAR at the time of reservation.
- Renter agrees to the following rental rates:

	Half-day	Full-day
Active UCAR Members	\$75	\$125
Non-UCAR Members	\$150	\$300

Renter agrees to pay the entire rental fee to UCAR prior to the day of the event. Non-UCAR Members are required to pay UCAR with a check. The Renter shall make check payable to "UCAR."

- Renter understands that the Room is available for rental only between regular UCAR business hours, Monday – Friday, 8:00 am – 5:00 pm, and only when there are no other events or classes scheduled for the Room at the Renter's preferred date and time. Renter must check-out and exit the building prior to 5:00 pm; failure to do so will result in the forfeiture of the \$200 deposit.
- Renter agrees to keep noise levels and other disturbances to a minimum. Renter understands that UCAR staff members are not to be disturbed beyond assistance with A/V equipment and during check-in and check-out time periods. If Renter wishes to use UCAR's copy/fax machine, Renter agrees to compensate UCAR at a rate of 5 cents per page copied or faxed. Long distance faxes may be done at a rate of 50 cents per page faxed.
- Renter shall indemnify, defend, and hold harmless UCAR from and against any and all liabilities, suits, claims, damages, injuries, actions, costs, or expenses of any kind or nature whatsoever due to or arising in the rental of the Room.
- In case of default by Renter in performing the terms of this Agreement, Renter shall be responsible for all costs, including reasonable attorney's fees, incurred by UCAR in enforcing this Agreement or any right arising out of the breach thereof.

**Please initial this box as confirmation that you will be covered by a \$500,000 liability insurance policy to cover any damage or misuse of the UCAR room you are renting.**

I have read this document and hereby agree to the terms listed above to rent the UCAR Classroom during the above date(s). I agree to abide by the conditions and terms set forth above. I am aware that UCAR has the right to refuse rental for any reason.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### UCAR Office Use Only

Rental Agreement: **ACCEPTED** or **REJECTED** on this date \_\_\_\_\_ by \_\_\_\_\_  
 Deposit received on \_\_\_\_\_ by \_\_\_\_\_. Deposit of \$\_\_\_\_\_ returned on \_\_\_\_\_ by \_\_\_\_\_.