

MEETING ROOM RENTAL AGREEMENT

Southwest Riverside County Association of Realtors®
41831 McAlby Court, Suite C, Murrieta, CA 92562
951-894-2571 Fax: 951-894-2584

Name of Organization: _____

Contact Person: _____ Realtor®/Affiliate Member(Circle One)

Phone Number: _____ Fax: _____

Meeting Room Rental Date: _____ Start time: _____

Hours: _____ (Include set up and clean up time) Food served: Y / N

Seminar Name / Purpose: _____

Attendance: Maximum capacity is 80. No more will be admitted. 2 days prior to the event notify SRCAR of number expected.

SRCAR will provide the following as requested: (circle as needed)
Coffee, water, podium, flip chart, internet connection, microphone (lapel or hand)

Meeting Room Rental: \$ _____ (\$50.00/hr. Realtors®/Affiliates; \$100.00 others)
Payment is due a minimum of one week prior to the event.

TRASH: All trash (papers, food, etc.) must be put in the trash cans. Trash bags are to be removed and put in the outside dumpster. No food or materials are to be left without prior authorization. **Additional cleaning charges will apply if not done.**

LIABILITY: The organization renting the room assumes all liability for equipment borrowed as well as tables, chairs, etc. and should these items be damaged, they will be billed for repair or replacement cost, as needed.

PARKING: Parking is limited to the North end of the building nearest the street (not next to the building), and the street, as we are a tenant in the building and share parking. It is the renter's responsibility to monitor this parking or lose rental privileges. Parking violator's may be towed at the owner's expense.

FLYERS / ADVERTISING: Flyers for promoting your event must be cleared through the Education Dept. prior to be printed or distributed. E-mail to: leslie@srcar.org. Free insertion into the SRCAR monthly newspaper is possible with your copies, by advance request. Only 8 ½ x 11 single sheets will be inserted. Your event will be listed on all our promotion items, i.e. Weekly At-a-Glance, SRCAR web-site Calendar of events, MLS messaging, and your flyers.

COMPANY REPRESENTATIVE

Date

SRCAR REPRESENTATIVE

Date

DISCLAIMER: It is the policy of SRCAR that our meeting room facilities are to be made available for rental to Members, Affiliates, and the public. Such rental is not, and shall not be interpreted to be, an indication that the Association sponsors, endorses, or supports the person or entity renting the meeting room facilities, or the activities conducted, information disseminated at any meeting or seminar, the products or services sold, or other events held in the rented facilities.