

4.5.1.1 Classroom Rental Agreement

Renter:	
Rental Date:	
Rental Location:	
Rental Time:	
Rent:	

**RENO/SPARKS ASSOCIATION OF REALTORS®
FACILITY RENTAL AGREEMENT (PAGE 1 OF 2)**

The undersigned agrees to rent the facilities located at the Reno/Sparks Association of REALTORS® at 5650 Riggins Court, Reno, Nevada. The particulars of the room rental are listed in Addendum "A", including the room size, fee for the room, dates and times requested required deposits, equipment and coffee needs. Renter agrees to abide by the terms and conditions of rental as herein described including all attached Addendums.

_____ **(initial)** 1. A cleaning/damage deposit in the amount of \$125.00 **and** a key deposit (applicable to non-business hours access only) in the amount of \$125.00 must be submitted at the time the Room Rental Contract is completed and returned to the Reno/Sparks Association of REALTORS®. If the Renter is a current member of the Reno/Sparks Association of REALTORS®, cleaning/damage deposit may be billed to the agent account. The necessity for using any portion of the cleaning/damage deposit for actual cleaning or repair/replacement shall be solely determined by RSAR. If cleaning is necessary, all work must be accomplished by Renter no later than 8:00 a.m. of the following day, including but not limited to, trash removal, and tables and chairs returned to their original position as per sketch (See Addendum C).

Renter is responsible to set-up and clean-up rented space. In the event that renter arranges for special set-up by caterer or other vendor, renter remains responsible to ensure that set-up and clean-up is provided at the conclusion of the rental period. Renter must remain on-site until caterer or vendor completes all clean up.

Renter accepts full financial responsibility for any damage to room(s) equipment and/or building occupancy of said premises. Damages may result in a complete forfeiture of damage deposit, or in the case of Renter being a member of the Reno/Sparks Association of REALTORS®, damages will be billed on agent's account. Renter accepts full responsibility for any damage amount over and above \$125.00 deposit. Any damage amount incurred over and above \$125.00 deposit will be solely determined by the Reno/Sparks Association of REALTORS®, and will be billed directly to Renter.

In the event that the cleaning/damage deposit is forfeited for any reason, Renter must provide RSAR with an additional cleaning/damage deposit, prior to continuing this agreement for the remaining period of the rental.

Renter will sign for responsibility and pick up room keys during business hours (9:00 AM to 5:00 PM, Monday through Friday). Should the function occur on a weekend or holiday, the above items will be available on the last business day prior to the function. If the function terminates after Reno/Sparks Association of REALTORS® business hours, the above items **must** be returned the next business day. Failure to return key as agreed will result in immediate forfeiture of key deposit.

In the event of cancellation, written cancellation must be delivered to Reno/Sparks Association of REALTORS® seven days prior to scheduled use. In the event Renter cancels without providing required written notice, Renter will be responsible for one-half of total rents for the time scheduled or forfeit the cleaning/damage deposit in the amount of \$125.00, whichever is less.

_____ **(initial)** 2. In event of an emergency, Renter shall immediately notify one of the staff members on site as well as any emergency response agency as necessary. It is recommended that Renter maintain a copy of this Rental Agreement in his possession during rental periods.

_____ **(initial)** 3. Classroom seating capacities are outlined in Addendum A. In accordance with health, fire and safety standards, Renter may not exceed maximum room capacity at any time.

_____ **(initial)** 4. It is understood that Reno/Sparks Association of REALTORS® is an owner/occupant of these premises and any and all Renters of the subject room must take into account the fact that other tenants are located in this building, and no Renter shall disturb their tenancy.

_____ **(initial)** 5. At no time during the Renter's function will smoking be allowed in subject room or anywhere inside the premises.

_____ **(initial)** 6. Food and beverages may be set up in advance, if space is available, although protection and management of same is the sole responsibility of Renter. Access to kitchen facility will only be available during business hours. Coffee service is available during business hours (See Addendum A). Vending machines (soft drinks) are located outside Classrooms A and B. No alcoholic beverages will be served or allowed on site.

_____ **(initial)** 7. Due to potential damage to walls, Renter agrees **not** to attach any items to classroom walls.

**RENO/SPARKS ASSOCIATION OF REALTORS®
FACILITY RENTAL AGREEMENT (PAGE 2 OF 2)**

_____ *(initial)* 8. At the end of the Renters function, **THE ROOM MUST BE THOROUGHLY CLEANED, INCLUDING ALL TABLES AND CHAIRS PUT BACK IN THEIR ORIGINAL POSITIONS, AND THE LIGHTS MUST BE TURNED OFF** (see Addendum C). If the video or audio equipment is used, Renter is to remove videotape but leave all controls as set by the RSAR Staff. If function occurs during non-business hours, all entrances to room(s) and building must be locked upon conclusion of the function.

_____ *(initial)* 9. Renter and guests agree to abide by the laws of the City of Reno and the State of Nevada, particularly in that no alcoholic beverages will be served on site.

_____ *(initial)* 10. Renter hereby agrees to abide by all terms and conditions set forth herein, and further agree to indemnify and hold harmless the Reno/Sparks Association of REALTORS® from any and all liabilities, attorney fees, or judgments, or any other costs, fees or charges which may arise as a result of Renters use of subject premises. Renter further agrees by signature to comply with all application, federal, state, and local laws, ordinances and regulations, and covenants not to discriminate against any employee, invitee, customer, tenant, or any other person because of race, creed, age, gender, color, national origin, family status or disability.

_____ *(initial)* 11. Renter acknowledges that by virtue of this agreement, Reno/Sparks Association of REALTORS® does not in any way endorse or approve Renter's programs or products. In order to minimize any confusion or misunderstandings in that regard, Renter agrees to include the following language on all advertisements, brochures and handouts:

The Reno/Sparks Association of REALTORS® does not in any way endorse or assume any responsibility for the content of this program.

_____ *(initial)* 12. No change, modification or amendment of this agreement shall be valid or binding unless such change, modification or amendment is in writing and signed by each party and specifically approved by the Executive Officer of the Reno/Sparks Association of REALTORS® prior to said event. This agreement is executed and intended to be performed in the State of Nevada, and the laws of Nevada shall govern its implementation and effect. The parties agree that Nevada is the appropriate forum for any action relating to this agreement. Should any party hereto retain counsel for the purpose of initiating litigation to enforce or prevent the breach of any provision hereto, or for any other judicial remedy, then the prevailing party shall be entitled to be reimbursed by the losing party for all costs and expenses incurred thereby, including, but not limited to, all attorney fees and costs for the services rendered to such prevailing party at the trial level and for such fees and costs incurred in an appeal therefrom.

_____ *(initial)* 13. Unless otherwise requested by Tenant, Landlord reserves the right to relocate tenant to an alternative meeting room space that meets the Tenants needs based upon attendance.

Renter's Name:	
Company Name:	
Company Address:	
Telephone Number:	

Dated: _____

Print Renter's Authorized Name

Renter's Authorized Signature

Reno/Sparks Association of REALTORS®
5650 Riggins Court, Ste. #200
Reno, NV 89502
775-823-8800
www.rsar.realtor
info@rsar.realtor

For Office Use Only
Rents and Deposits Received
Key Deposit \$ _____
Cleaning Deposit \$ _____

Addendum A

Reno/Sparks Association of REALTORS® Member Classroom and Conference Room Rental Rates

No matter what size your meetings, we have the space for you!

Special options available to non-profit organizations with verification of 501(c)(6).

Classroom "A"

1295 SF; Seating Capacity: 68

- Half day (1-4 hours); \$75
- Full day (4+ hours); \$100

Classroom "B"

1470 SF; Seating Capacity: 72

- Half day (1-4 hours); \$100
- Full day (4+ hours); \$150

Classroom "A & B"

2765 SF; Seating Capacity: 140

- Half day (1-4 hours); \$175
- Full day (4+ hours); \$250

Conference Room "A"

645 SF; Seating Capacity: 20

- Half day (1-4 hours); \$50
- Full day (4+ hours); \$75

Conference Room "B"

170 SF; Seating Capacity: 8-10

- Half day (1-4 hours); \$20
- Full day (4+ hours); \$40

Conference Room "C"

250 SF; Seating Capacity: 8-10

- Half day (1-4 hours); \$20
- Full day (4+ hours); \$40

Cleaning/Damage Deposit \$125

Key Deposit (applicable to non-business hours only) \$125

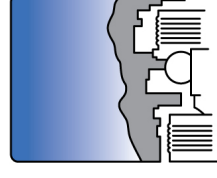
Complimentary Services for all Room Rentals:

- Projector with Screens
- Coffee
- Podium
- Easels
- WiFi
- Audio
- White Boards

Additional Rental Options

- Laptop \$40

Not all equipment available after business hours. Please check for availability.



**Reno/Sparks
Association of
REALTORS®**
5650 Riggins Ct
Reno, NV 89502

All rentals can be charged to your RSAR Member account.

Contact the Association at 775-823-8800 or april@rsar.realtor to book today!

Reno/Sparks Association of REALTORS® Non-Member Classroom and Conference Room Rental Rates

No matter what size your meetings, we have the space for you!

Special options available to non-profit organizations with verification of 501(c)(6).

Classroom "A"

1295 SF; Seating Capacity: 68

- Half day (1-4 hours); \$172.50
- Full day (4+ hours); \$230.00

Classroom "B"

1470 SF; Seating Capacity: 72

- Half day (1-4 hours); \$230.00
- Full day (4+ hours); \$345.00

Classroom "A & B"

2765 SF; Seating Capacity: 140

- Half day (1-4 hours); \$402.50
- Full day (4+ hours); \$575.00

Conference Room "A"

645 SF; Seating Capacity: 20

- Half day (1-4 hours); \$115.00
- Full day (4+ hours); \$172.50

Conference Room "B"

170 SF; Seating Capacity: 8-10

- Half day (1-4 hours); \$34.50
- Full day (4+ hours); \$46.00

Conference Room "C"

250 SF; Seating Capacity: 8-10

- Half day (1-4 hours); \$34.50
- Full day (4+ hours); \$46.00

Cleaning/Damage Deposit \$125

Key Deposit (applicable to non-business hours only) \$125

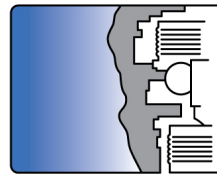
Complimentary Services for all Room Rentals:

- Projector with Screens
- Coffee
- Podium
- Easels
- WiFi
- Audio
- White Boards

Additional Rental Options

- Laptop \$40

Not all equipment available after business hours. Please check for availability.



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