

Fredericksburg Area Association of REALTORS®

Room Rental Contract



The policies set forth below apply to use of the Classroom

Members

Events of 4 hours or less: \$75
Events of more than 4 hours: \$150

Non Members

Events of 4 hours or less: \$150
Events of more than 4 hours: \$250

Members/Non-Profit

Events of 4 hours or less: \$50
Events of more than 4 hours: \$100

Technology Fee

Affiliate Marketing Partners: Free

Members and Non-profits: \$25

Non Members: \$50

Rental Guidelines

- Recruitment by profit making ventures is not allowed.
- The technology fee includes the use of the wall-mounted TV in the classroom, laptop, and wireless Internet service.
- Fees include coffee and tea service. FAAR staff is not responsible for making coffee during the event.
- Paper products such as paper plates and napkins are to be furnished by the renting organization.
- Guests in the FAAR building are to observe common courtesy to the FAAR staff and reasonable care of the facility.
- Renter is responsible for cleaning up after the event is completed including depositing all trash in the proper receptacles and keeping the kitchen area clean.
- If using the classroom, it will set up standard classroom style. If you require another configuration of table and chairs, please plan on arriving in advance of the event to set up accordingly.
- Managing Brokers-Did you know you can use the FAAR classroom for FREE? Each office is entitled to use the classroom to hold their sales meetings up to 2 hours! This benefit can be used up to once per quarter, and it is for in-house meetings and training only.

I agree to the rate and to abide by the stated Guidelines.

Name: _____ Email: _____

Company: _____

Phone: _____ Fax: _____

Rental Dates: _____ Total Fee: _____

Authorized FAAR Signature, Title: _____

CC# _____ Exp Date _____ Code _____ Zip _____

Authorized Signature _____

**Payment in full required within 5 days of booking reservation to reserve room
Cancellations in writing 14 days prior to event refundable**