

## CLASSROOM RENTAL AGREEMENT

RENTER:

Organization Name: \_\_\_\_\_

Responsible party: \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Alt. Telephone # \_\_\_\_\_

Briefly Describe Type of Function: \_\_\_\_\_

\_\_\_\_\_

Date of Function: \_\_\_\_\_

Time of Function: \_\_\_\_\_

**CHARGES:** Non-members will be charged \$50.00 for the rental of the GIFAR classroom for four (4) hours or less per day and \$100.00 for anything over four (4) hours per day. Members will be charged \$25.00 and \$50.00 respectively. The room rental charges are due and payable prior to the start of the rental activity.

There will be a refundable cleaning deposit required to secure a reservation. If the room is left in clean shape; in the cans, tables and chairs in their original set up position and no carpet damage this deposit will be returned. Should the renter cancel with less than seven (7) calendar days notice the deposit will be forfeited.

The fee for room rental will include use of tables, chairs, TV, DVD, projection system, podium, laptop computer, VCR, overhead projector, white board. Renter is strongly encouraged to come in prior to the reservation day to test the equipment for functionality and compatibility. GIFAR will make the identified equipment available but does not guarantee its ability to perform needed tasks.

Optimum room occupancy is 35-40 but can hold a maximum of 50.

If desired refreshments will be supplied at an additional cost, per person per set-up. (am, pm)

Renter agrees to be responsible for any damage done to the room or any other part of the site by the renter, his/her guests, invitees, employees, independent contractors, or other agents under the renter's control.

Damages to equipment will be billed to the renter at replacement cost.

If renter borrows and fails to return the key for the above room within 1 working day of the scheduled completion of the event, the room will be re-keyed at renter's sole expense.

The GIFAR will not assume or accept responsibility for conditions beyond the control of the Association or damage to or loss of any items left in the room prior to, during, or following the renter's function.

We reserve the right to refuse use of facilities in the event we feel the content or subject of the intended use could be deemed to harm, damage, or not be in the best interest of the GIFAR or SNRRMLS or their members.

Renter agrees to include the following disclaimer on all marketing materials; "This content is not endorsed by the Greater Idaho Falls Association of REALTORS® or the Snake River Regional MLS but is the view of the presenting organization."

It is understood by renter that this agreement is tentative and not binding until initial payment and this signed agreement are received.

\_\_\_\_\_  
Renter Signature Date

\_\_\_\_\_  
GIFAR Personnel Signature Date

### **Payment**

By Check, made payable to:

**Greater Idaho Falls Association of REALTORS®**

1508 Midway Ave

Idaho Falls, ID 83406

(208) 523-1477

Fax to: (208) 522-7867

By Credit Card--  Visa  Master Card  Discover

Please charge \$ \_\_\_\_\_

Card No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_