

ELMIRA-CORNING REGIONAL BOARD OF REALTORS®, INC.

3338 State Route 352 ~ Corning, NY 14830

Phone: 607-562-7035 Fax: 607-562-8178

CLASSROOM RENTAL AGREEMENT

Office Name _____ Branch(s) _____

Office Phone # _____ Fax # _____

Contact Name _____ Cell Phone # _____

Email _____

Meeting/Event _____ Approx # of Attendees _____

Date _____ Start Time: ____:____am/pm End Time ____:____am/pm

Indicate Equipment Needed:

Laptop _____ Projector/Screen _____ Podium _____ Display Table _____

Indicate if Needed:

Coffee, Tea Bags, Hot Chocolate pkgs. (Hot Water avail.) _____ (cream, sugar, cups provided)

Water Pitchers _____ (bring own ice if needed) **NOTE: No alcoholic beverages may be served.**

Table(s) for food/beverages _____ Indicate how many & what size _____

Other _____ (Stove, refrigerator, microwave available – please inquire about usage.)

Please Read & Sign:

Classroom is available to members (in good standing) for the purpose of holding company/private meetings; not for public use.

Please check the appropriate line:

_____ Company agrees to pay a usage fee of **\$100.00 (room only)** due the day of the event

_____ Company agrees to pay a usage fee of **\$200.00 (room w/coffee/tea service)** due the day of the event

Company will return the classroom & kitchen to their original setup and condition. (This includes clean up of all food, beverage, paper products, meeting materials, and trash placed in dumpster outdoors. Kitchen counters, coffee cart & classroom tables should be cleaned with soap & water.) Cancellations must be made at least 24 hours prior to the scheduled event or company will be billed full fee for room rental.

Please sign/date below to indicate agreement with these terms and return to the Board Office.

(Authorized Signature)

(Date)