



SOUTHSIDE VIRGINIA ASSOCIATION OF REALTORS®
 114 Maple Grove Avenue, Colonial Heights, VA 23834
 804-520-4496 Tel ~ 804-520-4625 Fax
 Email: delores@svarealtors.com

After Hours Class Room Rental Agreement

Renter Information:

Name: _____

Firm: _____ Tel: _____

Address: _____

Email Address: _____

Contact Numbers: (C) _____ (H) _____

Date Needed: _____ Time: _____ to _____

Set-up Style:
 (Circle One) Lecture Classroom U-Shaped Other: _____

Number of people attending: _____

 (Renter) Date: _____

 (SVAR Representative) Date: _____

Use of Premises: Renter will have use of the large conference room, one unisex restroom, chairs, and tables, dry erase board, erasers, markers, overhead projector, podium, TV, VCR/DVD player, coffee maker and water. Should the conference room not be left in good order (or with excessive trash), the deposit may be withheld by SVAR (see attached Class Room Condition Report).

Parking Facilities: There are 12 designated parking spaces behind the building and additional parking on the surrounding streets.

Rental Fees: A fee of **\$100.00** will be paid to SVAR in advance for the first five (5) hours of use. **There will be an additional charge of \$25.00/hour for any time over the initial five-hour allotted time.**

Deposit: A deposit of **\$100.00** will be paid to SVAR at the time the reservation is made.

The cleaning deposit will be returned when premises have been inspected and found to be in good order.

Cancellations: SVAR requests that a cancellation notice be provided by a written statement via fax, email, regular mail or hand delivery at least three (3) business days prior to the event. Should the cancellation notice not be submitted within the time required, the \$100.00 deposit fee will be forfeited.

Indemnification:

Renter will indemnify and hold SVAR harmless from and against any and all actions, damages, liability, and expense in connection with personal injury, death, and damage to property arising from or out of the occupancy or use by Renter of the Premises or any part thereof, to the extent such loss, injury, or damage is the result of the negligent acts or omissions of renter, its employees, agents, or contractors.