



**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](mailto:delores@svarealtors.com)

**SVAR Member  
 Class/Conference Room Rental Form**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Firm: \_\_\_\_\_

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

Date Needed: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Set-up Style: (circle one) Lecture Classroom U-Shaped Other: \_\_\_\_\_  
 (coffee and/or water to be provided by SVAR)

Number of people attending: \_\_\_\_\_

**Rental Fees:**

Class Room  
 Rate- Full Day: \$90.00  
 Half Day: \$50.00

Conference Room  
 Rate- Full Day: \$60.00  
 Half Day: \$30.00

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To reserve the class/conference room, please fax form to the Association at  
 804-520-4625

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**Cancellation Policy:** SVAR will gladly cancel your reservation with no penalty provided we receive two (2) business days notice prior to the reservation date.