

Education Facility (Classroom) Rental Contract

RATES AND RULES FOR RENTAL OF ASSOCIATION EDUCATION FACILITY (CLASSROOM)

Name: _____ Date: _____

Company: _____ Date of Event: _____

I. DEPOSIT:

Members: No deposit required
Non-Members: \$100 refundable deposit required

II. ROOM RATES:

Regular Business Hours (8:30 am to 4:30 pm M-F)

Members:	<input type="checkbox"/> Half day (4 hours or less)	\$55*	Non-Members:	<input type="checkbox"/> Half day (4 hours or less)	\$110*
	<input type="checkbox"/> Full day (more than 4 hrs.)	\$80*		<input type="checkbox"/> Full day (more than 4 hrs.)	\$160*
	<input type="checkbox"/> Each additional 1/2 hour	\$12.50*		<input type="checkbox"/> Each additional 1/2 hour	\$25*

Evening/Weekend

Members:	<input type="checkbox"/> Half day (4 hours or less)	\$80*	Non-Members:	Not available on evenings or weekends	
	<input type="checkbox"/> Full day (more than 4 hrs.)	\$105*			

Note: WAAR members may receive a 50% Room Rental discount if the facility is reserved and prepaid for a minimum of six(6) times/per calendar year. (No Refunds)

III. COMPUTER(S) WITH INTERNET ACCESS:

Members:	<input type="checkbox"/> 1-4 Computers	\$25	Non-Members:	<input type="checkbox"/> 1-4 Computers	\$50
	<input type="checkbox"/> Each additional computer	\$12.50		<input type="checkbox"/> Each additional computer	\$25
	<input type="checkbox"/> Office Laptop	\$20		<input type="checkbox"/> Office Laptop	\$40

IV. AV EQUIPMENT:

Members:	<input type="checkbox"/> Overhead projector	\$25	Non-Members:	<input type="checkbox"/> Overhead projector	\$50
	<input type="checkbox"/> TV/VCR	\$25		<input type="checkbox"/> TV/VCR	\$50
	<input type="checkbox"/> LCD Projector (less than 4 hours)	\$64**		<input type="checkbox"/> LCD Projector (less than 4 hours)	\$128**
	<input type="checkbox"/> LCD Projector (more than 4 hours)	\$128**		<input type="checkbox"/> LCD Projector (more than 4 hours)	\$256**
	<input type="checkbox"/> Mondopad (less than 4 hours)	\$ 64**		<input type="checkbox"/> Mondopad (less than 4 hours)	\$128**
	<input type="checkbox"/> Mondopad (more than 4 hours)	\$128**		<input type="checkbox"/> Mondopad (more than 4 hours)	\$256**

V. COFFEE / TEA SERVICE: Please indicate if coffee service and/or supplies are requested

Members:	<input type="checkbox"/> 1 pot (10 cups) & supplies	\$34.40	Non-Members:	<input type="checkbox"/> 1 pot (10 cups) & supplies	\$55.00
	<input type="checkbox"/> Supplies only; no coffee (10 hot cups, sugar, cream, filters)	\$20.00		<input type="checkbox"/> Supplies only; no coffee (10 hot cups, sugar, cream, filters)	\$30.00
	<input type="checkbox"/> Coffee only no supplies	\$20.00		<input type="checkbox"/> Coffee only no supplies	\$30.00
	<input type="checkbox"/> Tea w/supplies	\$20.00		<input type="checkbox"/> Tea w/supplies	\$30.00
	<input type="checkbox"/> Add tea to any coffee order	\$10.00		<input type="checkbox"/> Add tea to any coffee order	\$15.00

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(cont.)

VI. RULES AND CONDITIONS OF CLASSROOM USAGE:

*Doors opened before 8:30 am will incur an additional \$25 charge.

*Room rates include seating 'as is' (classroom style). Re-arrangement of seating by WAAR will incur an additional \$25 charge.

**This equipment is only available during the Association's normal business hours of 8:30 AM - 4:30 PM, Monday through Friday, excluding holidays.

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| <ul style="list-style-type: none"> • Unplug burner for teapot • Dispose of trash in outdoor trash receptacles • Room must be left in "broom clean" condition after use • No hot plates or food preparation equipment allowed • \$50 additional charge if Checklist is not completed & turned in • Lock upstairs education facility door and building front door | <ul style="list-style-type: none"> • Empty coffee grounds & rinse pots • Leave room as found (tables, chairs, etc.) • No Smoking • Checklist must be turned in at the reception desk • Drop door keys & checklist in WAAR drop box |
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VII. ALCOHOL NOTICE AND DISCLAIMER: The serving and consumption of alcoholic beverages in the education facility must be approved by the Association prior to rental date. The renter assumes full responsibility for the maintenance of the classroom as stipulated above, as well as for the conduct of attendees while using the education facility. The Association assumes no responsibility what-so-ever. Consumption of alcoholic beverages is an individual decision and is strictly at one's own risk. Consumption of alcoholic beverages may affect your ability to operate a motor vehicle. Please arrange a designated driver, if appropriate.

VIII. RESERVATION INFORMATION

Date: _____ Begin time: _____ End time: _____ Deposit, Non-members only: _____

Room:	\$ _____
AV equip:	\$ _____
Computer(s):	\$ _____
Coffee/Tea:	\$ _____
<u>Sub-Total:</u>	\$ _____
Tax 6%:	\$ _____
<u>TOTAL:</u>	\$ _____

IX. CANCELLATION / REFUND POLICY: Registration will be fully refunded if written cancellation is received at least seven (7) days prior to the function. No refunds will be given for cancellations made within the seven (7) days prior to the function. Prices subject to change.

Rentals MUST BE PAID IN FULL no later than 10 days prior to rental date

I hereby agree to the Rules and Conditions as outlined above. In the event that said Rules and Conditions are not met, a \$50.00 charge may be billed or, if applicable, the deposit will be forfeited.

_____	_____	_____
Printed Name	Company Name	Phone
_____	_____	_____
Signature	Date	Fax