



SBAOR FACILITY/EQUIPMENT USE AGREEMENT

This agreement is entered into between Santa Barbara Association of REALTORS®, hereafter SBAOR, and

ORGANIZATION NAME _____ RESPONSIBLE PARTY _____

ADDRESS _____ PHONE # _____

RENTAL DATE _____

TYPE OF EVENT _____ APROXIMATE ATTENDANCE _____ ADMISSION/TUITION FEE _____

TYPE OF EQUIPEMENT _____ CHECK OUT DATE _____ RETURN DATE _____

SBAOR AGREES TO MAKE THE _____ (ROOM/EQUIPMENT) AVAILABLE FOR THE ABOVE DATE & TIME.

User shall exercise diligent care to prevent any damage to the premises, fixtures or equipment; shall not use any of the equipment or fixtures for other than their intended use; and shall be fully liable for any damages caused by their use. SBAOR may use such amounts from security deposit as are reasonably necessary, in the Association's sole discretion, to remedy User's default in payment of rent, to repair damages caused by User, or User's guest or licensee, to clean the premises upon termination of tenancy if necessary, and to replace or return personal property or appurtenances exclusive of ordinary wear and tear. If costs to repair, clean or replace property are in excess of the security deposit collected, user agrees to pay any additional costs necessary to restore property.

User shall clean up after the event, remove all trash and debris to appropriate receptacles (outside dumpster if food or beverages are served) and generally return the room(s) to the condition as when received. User shall notify the staff person in charge when leaving the facility.

User may be required to supply a Certificate of Liability Insurance naming the SBAOR as additional insured. User further agrees to hold SBAOR harmless from any claims for damages or injuries to user or attendees related to the event.

ALL FEES AND DEPOSITS MUST BE PAID IN ADVANCE.

SECURITY DEPOSIT: \$ _____ RENTAL FEE: \$ _____

CERTIFICATE OF INSURANCE NEEDED: YES ___ NO ___ IF YES, PLEASE ATTACH.

CREDIT CARD NUMBER: _____ TYPE OF CARD: _____

Agreed this _____ day of _____ at Santa Barbara, California.

SBAOR

User

FOR OFFICE USE ONLY:

	Amt	Date Rcvd
Security Deposit	_____	_____
Rental Fee	_____	_____
Food/Beverage	_____	_____
Other \$ Due	_____	_____

Insurance Certificate Recvd _____
Security Deposit Disposition:
 Returned _____ (date)
 Kept on File
 Forfeit for Cleaning/Damage \$ _____

GUIDELINES FOR USE OF THE FACILITIES

SBAOR Meeting rooms may be used on an "as available basis" and *may* be without rental charge for educational lectures, seminars, office meetings, etc. when the primary audience is our REALTOR® members or MLS Participants/Subscribers, and where no admission fee is charged. Preference will be given where the event sponsor is a REALTOR® or Affiliate member of SBAOR.

USERS

- A. Association of REALTORS®
- B. Persons or Organizations conducting activities sponsored by the SBAOR
- C. Real estate activities of members or honorary members of the SBAOR
- D. Real estate activity of affiliate members of the SBAOR
- E. Non-profit organizations or volunteer organizations which support the goals of organized real estate and the furtherance of private property rights
- F. Others

PREFERENCE

Highest

Lowest

For pricing see the attached Facility and Equipment Rental Price Sheet

Where an admission fee is charged the following rental fee schedule shall apply:

Minimum of 10% of admission or tuition charged, to be determined on a case by case basis, or **a fixed fee as stated below, whichever is more.**

***Any usage which results in SBAOR staff incurring overtime shall incur an additional charge to the user at \$50 per hour.**

RENTAL INCLUDES:

AUDITORIUM: Classroom seating for 68, fixed overhead screen, wall-mounted whiteboards, hi-speed wireless internet access, PA system with wired and wireless microphones.

BOARDROOM: Conference table seating for 20, hi-speed wireless internet access and conference phone.

COMPUTER TRAINING: 10 computer stations with flat panel screens (MS Word, Outlook, Excel, PowerPoint, WinForms Desktop, Lightning CMA & Agent Office), hi-speed wireless internet access.

TV CONFERENCE: Conference table seating for 15, television & VCR, hi-speed wireless internet access.

RENTAL DOES NOT INCLUDE:

PARKING: Onsite parking is very limited and cannot be guaranteed. Most attendees will need to park on the street or in nearby parking lots & garages. It may be necessary to give breaks so that attendees can move their cars. **No parking in the driveway. Cars parked in the driveway may be subject to towing.**

REFRESHMENTS: Unless prior arrangements have been made, please bring your own coffee, sugar, creamer, cups, etc., as the association does not furnish these items. Use of coffee pots/machines ***is*** included. Please be sure to clean coffee pots after use and dispose of any trash.

Please request and confirm in advance the availability and good repair of any electronic equipment that will be used.

GUIDELINES FOR USE OF THE EQUIPMENT

For pricing see the attached Facility and Equipment Rental Price Sheet

If off-site rental of equipment is returned after the 24 hour period, renter must pay \$25 per hour after time due.

If equipment is loss or damaged, renter is responsible for repairs or replacement of equipment, up to \$1000.