



## OREGON REALTOR® PLAZA, LLC. Room Rental Agreement

Organization Name: \_\_\_\_\_ Point of Contact: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Event Name: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Room Requesting:      Training Room              Law Library

### Set Up and Equipment Requesting:

#### Training Room Set Up:

- Board Meeting – Up to 24
- Classroom – Up to 50
- Theater – Up to 60

#### Training Room Equipment:

- 70" LCD TV (Front of Room)
- 50" LCD TV (Back of Room)
- CD/DVD Player Needed
- VGA Inputs Needed
- HDMI Inputs Needed
- RCA Inputs Needed
- Conference Phone
- Wifi
- Coffee Service per pot
- Kitchenette

#### Law Library Set Up:

- Board Meeting – Up to 8

#### Law Library Equipment:

- 42" LCD TV (Back of Room)
- CD/DVD Player Needed
- VGA Inputs Needed
- HDMI Inputs Needed
- RCA Inputs Needed
- Conference Phone
- Wifi
- Coffee Service per pot

	REALTORS® & Affiliates	Public
Board Meeting – Up to 24 Classroom – Up to 50 Theater – Up to 65	Half day - \$50 Full day - \$100 Hourly - \$15	Half day - \$75 Full day - \$150 Hourly - \$20
70" LCD TV (Training Room) 50" LCD TV (Training Room) 42" LCD TV (Law Library) CD/DVD Player Needed VGA Inputs Needed HDMI Inputs Needed RCA Inputs Needed	Free	\$15
Conference Room Phone	Free	\$10
Wifi	Free	\$25
Coffee Service per pot (appx. 10 cups per pot)	Free	\$10
Deposits	\$100	\$100
Other:		

FOR REALTOR PALAZA, LLC USE ONLY

Rental space charges: \_\_\_\_\_ Check In Satisfactory: \_\_\_\_\_

Standard deposit: \$100 Check Out Satisfactory: \_\_\_\_\_

Extras: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total:** \_\_\_\_\_



## **OREGON REALTOR® PLAZA, LLC. Room Rental Agreement**

Reserving Party agrees to the following terms for reserving the Training Room and/or Law Library ("Rental Space") located on the second floor at the Oregon REALTOR® Plaza, LLC, 2110 Mission Street SE, Salem, Oregon 97302 ("Building"). The Building shall include common areas and parking areas.

1. **THIS AGREEMENT.** This Agreement applies to the reservation event referenced above and to all subsequent reservations that may be made by the Reserving Party by phone until the LLC requires a new reservation form to be signed.
2. **RESERVATIONS.** Reservations are valid only when deposit received (refundable after inspection of premises) and Agreement is signed. Access is limited to between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays, unless agreed otherwise.
3. **CHECK IN – CHECK OUT.** Each reservation includes a brief instruction by a staff member on the inspection of the Rental Space, the use of the audio/visual equipment, and a check out list.
4. **INSPECTION.** Reserving Party is asked to inspect the Rental Space prior to signing the contract to determine the Room is suitable for the Reserving Party's purposes. In any event, Reserving Party accepts the Rental Space and Building AS IS, with any/all faults.
5. **SIGNS AND DECORATIONS.** Signs and decorations may be affixed only if they do not mar, deface or leave a mark on the surface when removed. No penetration of any surface. All tape, wire, or other items must be removed.
6. **DAMAGES.** Reserving Party is responsible for any loss or damage to the Rental Space and Building. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors, and floor finishes, or any other property. Deposits may be used to offset the costs of such damages. Reserving Party agrees and acknowledges that Reserving Party's liability for loss or damages is not limited to the amount of the deposit. Under Oregon Law (ORS 433.835-870) smoking is not allowed within 10 feet of building entrances, exits, windows and air intake vents.
7. **CATERING & ALCOHOL.** Oregon REALTOR® Plaza, LLC does not provide or coordinate any catering services or food delivery for Reserving Party. Reserving Party must make own arrangements for any food delivery. A certificate of liability insurance for alcohol sales must be provided, including Building owner as additional insured. Alcohol must be pre-approved with a licensed server. Required permits and insurance for Alcohol service must be submitted three (3) business days before the day of event. Alcohol may only be served in the Rental Space.
8. **INDEMNITY.** Reserving Party shall defend, indemnify and hold harmless Oregon REALTOR® Plaza, LLC and its staff from any loss, claim, damage or liability, including, without limitation, personal injury or physical damage to building arising out of or relating to use of the Building by Reserving Party, its guests and invitees.
9. **DEPOSIT.** Reserving Party shall pay a Deposit of \$100.00 to be refundable after inspection of Rental Space and Building to verify cleanliness and no damages.
10. **CANCELLATION.** Reservation must be cancelled at least 48 hours in advance of event or the deposit will be forfeited. Building owner may cancel any reservation at least 15 days in advance of the event and must return the deposit.
11. **PERMITTED USES.** Permitted uses include conference, education and business meetings. All uses must be consistent with the office and professional uses of the Building and surrounding buildings (unless pre-approved by staff).
12. **ASSIGNMENT AND SUBLEASE.** Assignment and sublease of the Rental Space is prohibited.

13. No pets are permitted in the Building except those necessary to assist handicapped persons.

14. ATTORNEY FEES. If suit, action or other legal proceeding is brought to interpret or enforce this Agreement or arising out of Reserving Party's use of the Building, the prevailing party shall be entitled to recover from the other party or parties, in addition to costs and disbursements allowed by law, the prevailing party's reasonable attorney fees to be set by the court at trial and on any appeal therefrom.

15. PARKING. Parking is available adjacent to the Building but not in the covered parking area.

The above and foregoing terms and conditions have been acknowledged and agreed upon by the Parties:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_