



LICENSE AGREEMENT FOR USE OF MEETING CENTER

Name/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Nature of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time Block: \_\_\_\_\_

The originally agreed upon block of time is binding and any changes within one week of scheduled event may incur a fee. Accommodating requests for time changes is subject to availability.

- Usage Fee\*: Meeting Center [ ] \$250 Full Day [ ] \$125 Half Day
Small Conference Room [ ] \$20 per Hour
Kitchen Conference Room [ ] \$20 per Hour (included with Meeting Center)
Cleaning/Damage Deposit [ ] \$100 (Refundable)

Southwest Virginia Association of Realtors® ("SWVAR") agrees to allow the named organization to use the Meeting Room located at 128 Reedy Creek, Abingdon, Virginia 24210 on the above date/time for the Usage Fee. No other part of the SWVAR premises will be available other than the room selected above.

The undersigned agrees to faithfully observe and comply with all Rules and Regulations set forth in the attached Meeting Room Policy and this Agreement, to pay to SWVAR all costs which it incurs as a result of any damages to the facility, furnishings, equipment and adjoining grounds (the "Premises") arising out of the undersigned's use and occupancy of the Premises pursuant hereto, and to indemnify and hold harmless SWVAR, its officers, directors, members, employees, agents, insurers, and assigns from all claims, losses, damages, liabilities and causes of action of every kind, nature and description, including attorney's fees, whether at law or in equity, which arise out of the use and occupancy of the Premises under the terms of this agreement. The adult person who signs the application will be responsible for any damages which might occur. The undersigned accepts the premises "AS IS" without warranty as to condition, fitness for a particular purpose, or uninterrupted utilities.

I authorize SW VA Association of REALTORS to charge the credit card below for the fees checked above and/or any cleaning/damage fees that may occur as a result of the use of the facility.

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address for Card: \_\_\_\_\_

Signature

Date

Accepted by Southwest Virginia Association of Realtors®: \_\_\_\_\_

Date: \_\_\_\_\_

\*Rates subject to change



Southwest Virginia Association of Realtors®

128 Reedy Creek Road  
Abingdon, VA 24210

### **SWVAR POLICY FOR MEETING ROOM**

#### **RESERVATIONS:**

Priority for the meeting room is given to SWVAR for association events. An application form, signed by an authorized representative of the group, must be submitted to SWVAR at least one week prior to the event. The usage fees must be paid when license agreement is signed.

#### **REGULATIONS:**

1. The Meeting Room is available from 8:00 am to 10:00 pm. Any alteration to this time must be approved by the Chief Executive Officer of the SWVAR.
2. All publicity for events must carry the name of the organization sponsoring the event. The fact that a group is permitted to use the SWVAR Meeting Room does not in any way constitute an endorsement of the group's policies or beliefs by SWVAR.
3. The group using the room is responsible for setting it up, cleaning and removing all trash and returning the room to its original condition or there will be a \$50 cleaning fee assessed.
4. Groups are permitted to bring in food and non –alcoholic beverages, including the utilization of catering services; however, no food is to be prepared in the kitchen.
5. Nothing is permitted to be hung on any of the walls or fixtures.
6. Thermostats are not to be changed.
7. Anyone requiring use of the sound equipment must attend a brief training session on how to use it prior to the event. Children under the age of 16 are not permitted in the sound equipment platform.
8. Adults must supervise children at all times. Groups of minors will be allowed to use the meeting room only if a responsible adult signs the application form and remains in attendance during the use of the meeting room. The adult who signs the application will be responsible for any damages that might occur.

9. Programs during business hours of SWVAR may not disrupt office function. Music and noise must be kept to a reasonable level.
10. SWVAR does not assume responsibility for private property used on its premises.
11. No smoking within 20 feet of building.
12. No alcohol permitted.
13. Groups using the meeting room shall comply with fire code capacity.
14. Those using the meeting room must comply with all federal, state and local laws and ordinances.
15. Groups may not allow any other group or person to use the premises without first obtaining written permission from SWVAR.
16. All usage rates and other fees are subject to change.
17. All applications are subject to approval by SWVAR in its sole discretion. Special requests must be submitted to SWVAR.

I acknowledge that I will faithfully observe and comply with all Rules and Regulations set forth in this policy and the attached SWVAR License Agreement.

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Date

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Signature