



GREATER PIEDMONT REALTORS®
Conference Room Rental Agreement

The GPR conference rooms are located at 47 Garrett Street, Warrenton, VA 20186. The facility is available to GPR Members, on a first come, first serve basis. To reserve the conference facility, payment must be made in advance to GPR.

The following procedures must be adhered to when renting the GPR conference room:

1. The room will be available during office hours - Monday through Friday, 8:00 a.m. to 5:00 p.m., however not available during observed Holidays. Rental of the facility outside normal business hours must be negotiated in advance.
2. Must abide by the non-smoking rule inside the GPR building.
3. Must clean all tables and place tables and chairs in position found.
4. May not use tape, nails, hooks, thumbtacks, or other material to attach anything to the walls, floors, ceiling, doors, windows, etc.
5. Attendance in the meeting room is limited by the fire code.
6. The facility is available for serving light refreshments with permission. Alcoholic beverages are not allowed. Each group is responsible for cleaning this area after use.
7. The name and address of GPR may not be used as the official address or headquarters of an organization. Any mail delivered will not be forwarded to the organization. Phone calls to the GPR office for information about the organization, business, or meeting/program will be referred to the person who filled out the application. Staff will accept phone calls and provide the date, time, and directions for the meeting.
8. GPR can provide 2 flat screen TVs and hookup equipment (laptop not included), and the group will be responsible for any damage to the equipment.
9. Organizations assume responsibility for any damage to the room or contents and must leave the room in an orderly, clean condition. An itemized bill will be provided to the renter for any damages. GPR is not responsible for any injuries incurred during the use of the room, or for any lost or stolen property.
10. The facility meetings are intended for adults only. If children are going to be present, the GPR staff must be notified in advance for approval. If approved, it is expected that the children be always supervised by an adequate number of legally responsible adults.

11. The fact that the group is permitted to use the meeting room does not in any way constitute an endorsement by the GPR Association or the Association's policies or beliefs.
12. GPR retains the right to cancel a reservation for good reason and will provide as much notice as possible.
13. The GPR Staff is authorized to deny permission to use the room to any groups that is disorderly or violates any of these regulations.
14. Cost for the Upper Level GPR Conference Room is ½ day \$100.00 or full day \$150.00 for GPR Members. ½ day for non-members is \$150.00 or full day \$200.00. (Not applicable to GPR Sponsors – see sponsorship agreement) **Note: Use of OWL and Laptop will be an additional fee of \$50**

Check if Applicable:

- I am a Platinum Sponsor with GPR (GPR grants 3 Free days per Company per Year)
- I am a Gold Sponsor with GPR (GPR grants 2 Free day per Company per Year)
- I am a Bronze Sponsor with GPR (GPR grants 1 day Free per Company per Year)

Equipment Use:

- I will not be needing equipment.
- I am bringing my own equipment.
- I would like to rent out the OWL & Laptop for the additional fee of \$50.

Date(s)/Time(s) Requested: _____

Nature of Meeting: _____

Name of Organization/Business: _____

Anticipated Attendance: _____

Name of Responsible Person: _____

Address of Responsible Person: _____

Telephone Number: _____ Cell Number: _____

I have read the provisions for the use of the meeting room and agree to comply with them.

Client Signature: _____ Date: _____

GPR Staff Signature: _____ Date: _____