



OREGON REALTOR® PLAZA, LLC. Training Room Rental Agreement

The Conference Room is not equipped with a kitchen for catering set up but has an adjacent sink, small refrigerator, microwave and coffee maker available. Room rentals do not include kitchen access. There are separate bathrooms for men and women. The Conference Room has seating for approximately 30 around the table (more around the room). Parking is limited. The Conference Room is internet capable. Access is limited to between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

Reserving Party

Name: _____ Email: _____
Address: _____ Event Date: _____
_____ Time in: _____
Phone: _____ Time out: _____

Reserving Party agrees to the following terms for reserving the Conference Room ("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.
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 arising out of 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. RULES AND REGULATIONS. The rules and regulations of the Building have been provided to Reserving Party and will be complied with at all times. 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.

	REALTORS® & Affiliates	Public
Board Meeting – Up to 24	<input type="checkbox"/> Half day - \$50	<input type="checkbox"/> Half day - \$75
Classroom – Up to 50	<input type="checkbox"/> Full day - \$100	<input type="checkbox"/> Full day - \$150
Theater – Up to 65	<input type="checkbox"/> Hourly - \$15	<input type="checkbox"/> Hourly - \$20
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	<input type="checkbox"/> Free	<input type="checkbox"/> \$15
Conference Room Phone	<input type="checkbox"/> Free	<input type="checkbox"/> \$10
High Speed Internet	<input type="checkbox"/> Free	<input type="checkbox"/> \$25
Coffee Service per pot (appx. 10 cups per pot)	<input type="checkbox"/> \$5	<input type="checkbox"/> \$10
Deposits	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100
Other:		

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

Signature _____ Date _____

Print Name _____

FOR REALTOR PLAZA, LLC USE ONLY

Rental space charges: _____

Check In Satisfactory: _____

Standard deposit: _____

Check Out Satisfactory: _____

Extras:

Deposit Returned: _____

Total:
