

Asset Management & Association Services, Inc. (AMAS)

Meeting & Classroom Rental Agreement

**Atlanta REALTORS® Center
5784 Lake Forrest Drive
Atlanta, Georgia 30328
(404) 250-0051**

1. AMAS is located in the Atlanta REALTORS® Center building located at 5784 Lake Forrest Drive, Atlanta, Georgia. For the purposes of this document only, the company or individual utilizing the Space at the aforementioned location will be referred to as the "User".
2. The User is hereby granted permission to use the designated classroom(s) and/or meeting rooms and areas located within the Building during the time periods set forth on the User Specification page. The Space shall be used only for the event described and for no other purpose without an AMAS staff representative's prior written consent.
3. User shall abide by the Rules and Regulations of AMAS, including, but not limited to the following:
 - a. Rooms may be reserved at no charge by Members of the Atlanta Board of REALTORS® (ABR) and the Atlanta Commercial Board of REALTORS® (ACBR) within normal business hours (Monday – Friday, 9am – 5pm) for Board related and/or company business meetings.
 - b. Companies outside of ABR and CBR may reserve space within normal business hours (Monday – Friday, 9am – 5pm). Please see rental rates on the User Specification page within this document.
Note: Additional fees will apply for space reserved outside of normal business hours.
 - c. The meeting/class does not offer Continuing Education credit unless approved in advance by an authorized AMAS staff member.
 - d. If room setup is required, an additional fee will be charged.
4. If the space or any portion of the Building is damaged by the action, inaction or negligence of the User, its agents, employees, guests, invitees or other persons admitted to the Space or the Building by the User or as a result of the breach by User of this Agreement, User will pay AMAS, upon demand, the costs necessary to repair any damage and to restore the Space and/or the Building to their present condition. The User hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the Space or to any portion of the Building by the User.
 - a. In addition, User shall not injure, mar, nor in any manner deface the Building, and shall not cause or permit anything to be done whereby the Building shall be in any manner injured, marred or defaced; and will not drive or permit to be driven nails, hooks, tacks, staples, or screws into any part of the Building or furniture, and will not make, nor allow to be made, any alterations of any kind to the Building.
5. Except for advertising relating to the event permitted in the Space, User will not post or exhibit, nor allow to be posted or exhibited, signs, advertisements, show-bills, lithographs, posters or cards of any description, inside or in front, or on or about any part of the Building (other than directly within the rented meeting room space).
6. User shall not place any chairs, moveable seats, or other items in any passageways and will keep the passageways clear at all times.
7. In its use of the Space, the User shall comply with all applicable federal, state and local laws, ordinances and regulations. No illegal substances shall be sold or served in the Building and User shall not bring or permit its guests or invitees to bring illegal substances or harmful goods into the Building.

Asset Management & Association Services, Inc. (AMAS)

Meeting & Classroom Rental Agreement

8. The User shall not bring any equipment or fixtures in the Building without AMAS' prior consent.
9. Approved catering is permitted. Alcoholic beverages may be permitted, however only with advance permission and is subject to the discretion of an authorized representative of AMAS. Alcoholic beverages may not be sold on the premises.
10. SMOKING IS NOT PERMITTED IN THE BUILDING; SMOKING IS ALLOWED OUTSIDE ONLY, IN DESIGNATED AREAS.
11. User shall not admit to the Space a number of persons in excess of the maximum occupancy.
12. The User agrees to remove all trash, garbage, or litter which accumulates during the use of the Space, to place such materials in the approved garbage receptacles, and to leave the Space in a clean and neat condition. If User fails to do so, User agrees to pay the cost of cleaning the Space at AMAS rates.
13. User agrees to indemnify and hold harmless AMAS, its officers, employees, and agents for, from and against any and all claims, demands, actions, or causes of action of whatsoever kind, arising or resulting directly or indirectly from the use, occupancy, or licensing of the Space by the User, its sub-users, contractors, subcontractors, agents, officers, employees, guests or invitees.
14. AMAS shall not be liable for any lost or stolen articles, and User shall indemnify AMAS thereof.
15. Authorized representatives of AMAS may enter into, and on, all the licensed Space at any time.
16. If room setup is required, an additional fee will be charged. Cost is based upon room configuration.
17. User shall be charged a \$25.00 service fee for all NSF checks received by AMAS. AMAS reserves the right to submit all NSF checks to a collection agency, and to recover attorneys' and collection fees.
18. For Room usage prior to 9:00 am and after 5:00 pm, an additional hourly rate will be charged and is subject to staff availability.
19. Management reserves the right to decline room usage at any time.
20. This agreement constitutes the entire agreement between the parties pertaining to the subject matter herein, and all prior and contemporaneous agreements, representations and understandings of the parties, oral or written, are superseded and merged by the Agreement. No supplement, modification or amendment of this Agreement shall be binding unless in writing and executed by AMAS and User.

I have read, understand and accept this agreement in its entirety:

User / Company Name: _____

Contact (please print): _____

Signature: _____ Date: _____

Asset Management & Association Services, Inc.

Name: _____

Signature: _____ Date: _____

Asset Management & Association Services, Inc. (AMAS)

Meeting & Classroom Rental Agreement

USER SPECIFICATIONS:

The User is entitled to use a classroom during the times specified and subject to the terms set forth below and in the aforementioned Agreement:

Contact Information:

Company Name: _____

Contact: _____

Address: _____

Phone #: _____ Alternate Phone #: _____

Fax #: _____

Email Address: _____

Event Information:

Type of Event: _____

Date of Event: _____ Time (inclusive of setup /cleanup): _____

Number of Attendees: _____

Guests Arrival Time: _____ Guests Departure Time: _____

Room Availability and Pricing Information:

Please select	Space/Services Available:	Accommodates:	1/2 Day	Full Day
<input type="checkbox"/>	East 1 Classroom	Up to 60 people (per day)	\$300	\$500
<input type="checkbox"/>	East 2 Classroom	Up to 60 people (per day)	\$300	\$500
<input type="checkbox"/>	West 1 Classroom	Up to 55 people	\$300	\$500
<input type="checkbox"/>	West 2 Classroom	Up to 50 people	\$300	\$500
<input type="checkbox"/>	Conference Room Specify _____	1: Frank Carter Board Room - Up to 25 2: Wight Room - Up to 10	\$250 \$150	\$400 \$300
<input type="checkbox"/>	Coffee Service			\$1.00pp
<input type="checkbox"/>	Custom Configuration (based on setup \$75-\$150)			

Asset Management & Association Services, Inc. (AMAS) Meeting & Classroom Rental Agreement

Room Arrangement: (please check one)

- Classroom Hollow Square Other (specify)
 Theater U-Shape

Other Details (specify): _____

Equipment: (please check)

- Podium Lavalier Microphone Hand Held Microphone
 LCD Projector Overhead Projector Screen

Other (specify): _____

Total Fees / Charges:

Room Rental Cost: _____ Additional Room Fees: _____
(Including outside normal business hours fees)

Equipment Rental: _____ Beverage/Coffee Service: _____

Setup Fees: _____ Cleanup Fees: _____

Designated Staff Assistance (please advise): _____

Other (specify): _____

TOTAL COST: Verification of Room Reserved | Fee: _____

Check # _____ OR Visa MasterCard American Express Discover

Credit Card Information: _____ Exp: _____ CID: _____

Cardholders Name (please print): _____

Cardholders Signature: _____

Board Member Benefit:

Members will receive a 25% discount off of the rates available to the public.

For more information or to reserve space, please contact:

Della Dandridge, HR / Office Manager, at 404-732-0611 or della@atlantarealtorscenter.com.