

**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 a discounted rate by Members of the Atlanta REALTORS® Association (ARA) and the Atlanta Commercial Board of REALTORS® (ACBR) within normal business hours (Monday – Friday, 9am – 5pm) for Association related and/or company business meetings. See User Specification page within this document.
 - b. Companies outside of ARA 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 should reference the location as The Atlanta REALTORS[®] Center in any digital or printed advertisement or collateral. User cannot utilize the Atlanta REALTORS[®] Association (ARA), Atlanta Commercial Board of REALTORS[®] (ACBR) or the Georgia Institute of Real Estate (GIRE) names in any way to promote and/or advertise their event/class.
7. User shall not place any chairs, moveable seats, or other items in any passageways and will keep the passageways clear at all times.
8. 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.
9. User shall not bring any equipment or fixtures in the Building without AMAS' prior consent.
10. 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.
11. SMOKING IS NOT PERMITTED IN THE BUILDING; SMOKING IS ALLOWED OUTSIDE ONLY, IN DESIGNATED AREAS.
12. User shall not admit to the Space a number of persons in excess of the maximum occupancy.
13. 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.
14. 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.
15. AMAS shall not be liable for any lost or stolen articles, and User shall indemnify AMAS thereof.
16. Authorized representatives of AMAS may enter into, and on, all the licensed Space at any time.

17. If room setup is required, an additional fee will be charged. Cost is based upon room configuration.
18. 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.
19. 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.
20. Management reserves the right to decline room usage at any time.
21. Payment is due 30 days prior to the first day of class. Cancellation Fees are subject to apply if class is cancelled within 30 days of the class start date. Refunds will be applied as follows:
 - a. 30 days or more = full refund
 - b. 3 weeks = 75% refund
 - c. 2 weeks = 50% refund
 - d. 1 week in advance = 25% refund
 - e. Less than 1 week = no refund shall be allowed
22. 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.

Representative: Della Dandridge, 404.732.0611

Signature: _____ Date : _____

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
	East 1 Classroom	Up to 60 people (per day)	\$300	\$500
	East 2 Classroom	Up to 60 people (per day)	\$300	\$500
	West 1 Classroom	Up to 55 people (per day)	\$300	\$500
	West 2 Classroom	Up to 50 people (per day)	\$300	\$500
	Conference Room	1-Frank Carter Board Room: Up to 25	\$250	\$400
	Specify _____	2-Wight Room: Up to 10	\$150	\$300
	Coffee Service	Provide # of Guests: _____	\$1.00pp	_____
	Custom Configuration (based on setup \$75-\$150)			_____
				FEE: _____

Verification of Room Reserved: _____

Room Arrangement: (please check one)

Classroom

Hollow square

Other (specify):

Theater

U-Shape

Equipment: (Please select)

- Podium
- Lavalier Microphone
- Hand Held Microphone
- LCD Projector
- Overhead Projector
- Screen
- Other (specify) _____

Other Details: (Specify)

Total Fees / Charges:

Room Rental Cost: _____

Additional Room Fees (outside normal business hours) _____

Equipment Rental: _____

Beverage/Coffee Service: _____

Setup Fees: _____

Cleanup Fees: _____

Designated Staff Assistance: _____

Other (specify): _____

TOTAL COST: _____

Payment Information:

Check #: _____

Credit Card Information: _____ Exp: _____ CID: _____

Credit Card Type: Visa Mastercard American Express Discover

Cardholders Name (please print): _____

Cardholders Signature: _____

Association 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 404.250.0051 x102 or 404-732-0611.