



## Valley Board of REALTORS®

741 E. Susitna Ave.

Wasilla, AK 99654

www.matsurealtors.com

Phone: 907-376-5080

valleybd@mtaonline.net

Fax: 907-376-5081



### CONFERENCE ROOM RENTAL POLICY

The Valley Board of REALTORS® conference room can accommodate up to 60 people, extra chairs are available to overflow.

#### Rental Rates

- VBR Members \$75 per day OR \$20.00 an hour
- Non-Members \$100 per day + security deposit of \$100.00 OR \$30.00 an hour plus security deposit

#### Standard Room Equipment & Features Additional Services for added FEE

Tables & chairs set-up classroom style - no charge

Photocopies - \$.20/each

White board & dry erase markers - no charge

Fax Machine - \$1/page

Wireless internet access - \$5 an hour

Coffee & Tea service - -\$5.00

LCD Projector & Screen - \$15.00 a day

TV, VCR & DVD player - 15.00 a day

#### Room Rental Usage Policy for VBR Members

- Room reservations must be made at least 3 working days prior to date needed by calling VBR at 907-376-5080 to check availability.
- VBR must receive the Conference Room Rental Application, Special Regulations, and Rental Agreement forms in order to reserve the date(s) requested.
- Cancellations must be made at least 5 working days prior to date needed.
- Special requests for after-hours rental must be made at least 15 working days prior to date needed.
- No sub-leasing of the facilities shall be allowed.
- One adult (21 years of age) shall remain with the group during all activities and be responsible for the group's conformance with all applicable rules, regulations, policies, by-laws, city ordinances, state and federal laws.
- Applicants are limited to the specified room or rooms during the hours and days requested and all activities will be conducted in such a manner as to not interfere with the industry of VBR employees and others in the building. Non-compliance may deny future use of the facilities.
- A facilities request date may be canceled if the facility is required for VBR use. **VBR meetings and education classes take precedence over other room rental requests.**
- No activities involving weapons of any kind are permitted on VBR's premises.
- No animals may be brought into VBR's facilities.
- Gambling, possession or use of alcoholic beverages or illegal drugs is not allowed on VBR's premises.
- Use of open flames and smoking is prohibited within VBR's facilities.
- An applicant agrees to defend, indemnify, and hold harmless VBR from any damage, claims, or suits arising from their or their group's actions during their facilities use time on VBR's premises.
- VBR will not be responsible for the loss of personal property by individuals or groups during use of the facilities.
- In case of damage to the facility or equipment, other than normal wear and tear, the applicant shall pay all appropriate costs.
- Members will be charged a security deposit on future rentals if cleaning checklist is not completed sufficiently.

**Room Rental Usage Policy for VBR Members**

A credit card is required to reserve the room. \_ N/A

Failure to notify VBR of cancellations will result in a fee of 50% of the rental fee. The credit card on file will be charged with the cancellation fee. – N/A

Please submit a clear copy of your valid driver's license or state issued identification card with application. **For after business hour emergencies, please contact VBR at 376-5080 for assistance or Wasilla Police Department 352.5401**

**\*Please sign and date all 4 pages of this application packet indicating you have agreed to the rental terms\***



## Rental Agreement

Valley Board of REALTORS®  
741 E Susitna Ave.  
Wasilla, AK 99654

*Please sign and date indicating you agree to the Valley Board of REALTORS® (aka VBR) Conference rental terms.*

**I/we understand that by signing this application** that I/we hereby agree to the policy and conditions for the use of facilities as set forth in the policy pertaining to the use of the VBR Conference room. I/we hereby agree to indemnify and hold the Valley Board of REALTORS®, its officers, agents and employees harmless from and against any and all liabilities as well other claims, demands, etc., as stated in the policy.

**I acknowledge receipt** of the VBR Conference Room Rental Application consisting of: Conference Room Rental Policy; Rental Application; Cleaning Checklist, and the Rental Agreement.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**



## VBR Conference Room Rental Application

Valley Board of REALTORS®  
741 E Susitna Ave.  
Wasilla, AK 99654

907-376-5080 Direct  
907-376-5081 Fax  
www.matsurealtors.com

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

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

Email address \_\_\_\_\_

State type of function in detail \_\_\_\_\_

Deposit Refund Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

DATE	Day of Week	Start Hour	End Hour

RENTAL FEES \$		DEPOSIT \$	N/A	TOTAL PAID \$	
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RECEIPT#		<b>PAYMENT BY</b> Check# _____ Cash _____ CC _____
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## VBR Conference Room Cleaning List

Valley Board of REALTORS®  
741 E Susitna Ave.  
Wasilla, AK 99654

907-376-5080 Direct  
907-376-5081 Fax  
www.matsurealtors.com

Name of Customer & Date of Event

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\*Please turn form in with key in the drop box located outside front door\*

- Remove garbage to receptacle outside back door
- Clean sinks
- Clean countertops
- Remove all food/non food items
- Wash all coffee cups
- Empty & clean coffee pots & carafe
- Vacuum floors if needed
- Return table and chairs to original configuration
- Lock Front Doors
- Lock back Doors
- Lock all windows
- Turn of all lights

NOTES \_\_\_\_\_  
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