



VALLEY BOARD OF REALTORS®

741 E SUSITNA AVENUE WASILLA AK 99654 | E: VALLEYBD@MTAONLINE.NET
P: 907.376.5080 | W: VALLEYBOARDOFREALTORS.ORG



CONFERENCE ROOM RENTAL AGREEMENT

The information requested is required to process your application. The information you provide is confidential.

TYPE: <input type="checkbox"/> VBR MEMBER <input type="checkbox"/> NON MEMBER					
LAST NAME		FIRST NAME		MIDDLE INITIAL(S)	
ON BEHALF OF					
ADDRESS			CITY	STATE	ZIP CODE
MAILING ADDRESS <input type="checkbox"/> Same			CITY	STATE	ZIP CODE
PHONE NUMBER		EMAIL ADDRESS			
TYPE OF FUNCTION					

DATE	DAY OF WEEK	STARTING TIME	ENDING TIME

The Valley Board of REALTORS conference room can accommodate 60 people (during non COVID) and 30 people (with COVID). Extra chairs and tables are available for overflow.

Please submit a copy of your valid driver's license or state issued identification card with your application. For business after hours emergencies contact Paula Nance, Association Executive, at 907-376-5080 or 907-351-9741 or the Wasilla Police Department at 907-352-5401.

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

I acknowledge receipt of the Valley Board of REALTORS Conference Room Rental Application.

Representatives Signature

Date

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Conference Room Rental Agreement

Rental Rates	VBR Members	\$100 per day	\$25 per hour plus tax
	Non Members	\$125 per day	\$35 per hour plus tax

Copier Rates Black and White 10 cents each Color 20 cents each

Includes Tables and Chairs; Smart TV access; Wireless Internet access; coffee machine and small kitchen.

Room Usage Policy:

1. Room reservations should be made at least 3 working days prior to reservation. Check availability by calling 376-5080.
2. VBR must receive Conference Room Rental Agreement and payment in advance.
3. Cancellations should be made within 3 days of the date the room was reserved.
4. No subleasing of the facilities is permitted.
5. At least one adult over the age of 21 shall remain on the premises during all activities. They shall represent on behalf of the organization who rented the room and will conform with all applicable rules, regulations, policies, by-laws, city ordinances, state and federal laws.
6. Applicants are limited to the specific training room during the hours requested and agree that all activities will be conducted in such a manner as to not interfere with the industry of the Valley Board of REALTORS®. Non-compliance may deny future use of the facilities.
7. A facilities request date may be canceled if the facility is required for Valley Board of REALTORS® use. VBR meetings and education classes take precedence over other room rental requests.
8. No activities involving weapons of any kind are permitted on Valley Board of REALTORS® premises.
9. No animals may be brought into the Valley Board of REALTORS® premises unless preapproved.
10. Gambling, possession or use of alcoholic beverages or illegal drugs is not allowed on the Valley Board of REALTORS® premises.
11. Use of open flame and smoking is prohibited within the Valley Board of REALTORS® facilities.
12. An applicant agrees to defend, indemnify and hold harmless the Valley Board of REALTORS® from any damages, claims, or suits arising from their or their group's actions during their the facilities use time.
13. Valley Board of REALTORS® will not be responsible for the loss of personal property by anyone during the use of the facilities.
14. In case of damage to the facility or equipment, other than normal wear and tear, the applicant shall pay all appropriate costs.
15. Applicant agrees to complete cleaning checklist at the end of use.
16. Users shall sanitize tables, chairs and all surfaces with cleaning supplies provided by the Valley Board of REALTORS®.
17. Failure to notify Valley Board of REALTORS® of cancellations shall result in a fee of 50% of the deposit.





Representatives Signature

Date

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CONFERENCE ROOM CLEANING SCHEDULE

- REMOVE GARBAGE TO DUMPSTER LOCATED AT THE FRONT OF THE BUILDING
- CLEAN SINKS
- CLEAN COUNTERTOPS
- CLEAN CHAIRS AND TABLE TOPS WITH SANITIZING WIPES
- WASH ALL UTENSILES USED
- TURN OFF, EMPTY AND CLEAN COFFEE POTS AND CARAFE
- VACUUM FLOOR IF NEEDED
- RETURN TABLE AND CHAIRS TO CLASSROOM CONFIGURATION
- LOCK FRONT AND BACK DOORS, LOCK WINDOWS IF OPENED
- TURN OFF LIGHTS AND DOUBLE CHECK TO MAKE SURE THE BUILDING IS SECURE
- REMEMBER YOU ARE ON THE "NEST" CAMERAS WHICH ARE LOCATED OUTSIDE THE BUILDING DOORS.

Representatives Signature

Date

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