

**AMARILLO ASSOCIATION OF REALTORS®, INC.
MAROLYN COMER AUDITORIUM RENTAL POLICIES**

It is the intent of these policies to establish guidelines and procedures for the use of the Amarillo Association of REALTORS® (AAOR) Marolyn Comer Auditorium. The responsibility for implementation of these policies and for the scheduling of the auditorium rests with the AAOR President/CEO or his/her designee. Information not covered in these policies may be addressed to the President/CEO or his/her designee.

General Guidelines

A. The Marolyn Comer Auditorium may be rented at the discretion of the President/CEO or his/her designee.

B. **AUDITORIUM FEES:**

Rental fees: \$80.00 for less than four hours in the same day, \$150.00 for more than four hours in the same day. Rental fee is to be paid at the time the auditorium is reserved. **Please be aware that your rental fee payment will be deposited in the AAOR's bank account at the time the auditorium is reserved.** For groups/individuals calling to check on dates of availability, the date of interest will be held for three working days. Should the group/individual not submit paperwork and the room rental within the three working days, the date of interest will no longer be held for that group.

REALTORS® receive a 25% discount and the REALTOR® must be present when the auditorium is in use.

If an organization requires the use of the AAOR's computer projectors, the rental fee will increase to \$110 for less than four hours in the same day or \$210 for more than four hours in the same day. REALTORS® receive a 25% discount and the REALTOR® must be present when the auditorium is being used.

Failure to pick up key during regular AAOR business hours: An additional fee of \$30.00 will be assessed if the key to the auditorium is not picked up during regular business hours of the AAOR. For after hours key pick up, please call 806 676 0250.

Deposit(s): A deposit in the amount of the auditorium rental fee is required to be paid when the key for the auditorium is picked up. The

deposit check will be mailed to the auditorium renter within three working days after the room rental provided the auditorium is left in its original condition and all trash has been removed. **Failure to remove any trash generated from use of the auditorium will result in a \$25.00 trash removal fee deduction from the deposit. Failure to return the key the next business day will result in a \$15 deduction from the deposit. Should the key not be returned within 2 business days of the event, the entire deposit fee will be forfeited.**

Forfeiture of Room Rental Fee: Any organization canceling their meeting date will forfeit 50% of their room rental unless the cancellation occurs less than two weeks before the event, then 100% of the organization's room rental will be forfeited.

- C. Use of the Auditorium does not constitute the AAOR's endorsement of viewpoints expressed by participants in the program. No advertisement or announcement implying such endorsement will be permitted.

Any advertisement indicating the location of the program as the AAOR MUST use the following language:

**5601 Enterprise Circle
(Amarillo Association of REALTORS® Building
– Marolyn Comer Auditorium)**

- D. The AAOR's needs will pre-empt any other scheduled event.

Rules for Use

- E. Reservations – Requests for use of the Auditorium must be made in writing on a form provided by the AAOR. Requests will be honored on a first come-first served basis. For groups/individuals calling to check on dates of availability, the date of interest will be held for three working days. Should the group/individual not submit paperwork and the room rental within the three working days, the date of interest will no longer be held for that group.

Organizations meeting on a repeating basis cannot reserve the auditorium for more than 180 days in advance.

No group may assign its reservation to another group.

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

Permission to use the Auditorium may be withheld from groups damaging the auditorium, carpet, equipment or furniture, or causing a disturbance, or any other failure to comply with the rules and regulations.

F. Care of Facilities

Groups may rearrange tables and chairs to suit their needs, but tables and chairs must be returned to their original set-up prior to leaving.

Attendance at meetings must be limited to the capacity of the Auditorium - 186 persons. Seating in the gallery area is prohibited.

Open aisles must be maintained within a seating arrangement to provide clear access to the exits.

Mini-blinds must be left up on a least two of the three south exits to maintain clear access to exits in case of fire.

Equipment, supplies, or personal effects cannot be stored or left in the Auditorium before or after use.

Group activities involving more than normal wear and tear on Auditorium are not permitted. An example: classes involving paints or other staining materials.

The AAOR reserves the right to discontinue the use of the auditorium by any group which disturbs the usual regulations and procedures of the AAOR or creates a nuisance.

Banners, paper, etc. may NOT be taped to the walls. Please use the map rail and push pins only. Non-compliance with this section will result in a loss of the organization's deposit plus the actual cost of repairs to the walls.

Groups/Individuals are not permitted to hang items from the ceiling tile grids.

Any glitter, confetti, and like items must be vacuumed up prior to departure by the group.

G. Serving of Food:

Food may be served in the Auditorium provided the AAOR is given prior notice on the Auditorium Rental Request Form.

Simple refreshments (coffee, soft drinks, cookies, doughnuts, etc.) may be served without prior approval.

No meals may be cooked on the premises.

Cups, napkins, cleaning supplies, etc. must be furnished by the user organization. Any items stored in the cabinets are for AAOR use only.

Kitchen must be left clean and in good order.

NO ALCOHOLIC BEVERAGES MAY BE SERVED.

AMARILLO ASSOCIATION OF REALTORS® AUDITORIUM RENTAL REQUEST FORM

Event date: _____

Time period auditorium will be used: _____ to _____
(Indicate the times you will actually be in the auditorium, NOT the times of your event)

Contact Person: _____

Phone number(s): _____

Organization name (if applicable): _____

Address/City/Zip: _____

Purpose of event: _____

Is food being served: _____ If yes, type of food: _____

*Will projector be needed: _____ *Will equipment be brought in: _____
* additional fees apply

Please initial your agreement to the following:

- _____ I have received, read and understand the policies on renting the Amarillo Association of REALTORS® Marolyn Comer Auditorium.
- _____ I understand the following policies concerning the room rental fee, deposit, and cancellations and that my Room Rental Fee/check/credit card fee will be processed. The Room Rental Fee is due at the time the auditorium is requested. A deposit is due for each date requested and must be submitted when the key to the auditorium is picked up. After use of the auditorium, the deposit will be refunded within three working days, provided the auditorium is left exactly as it was prior to the rental. No alcoholic beverages may be served.
- _____ Forfeiture of Room Rental Fee: Any organization canceling their meeting date will forfeit 50% of their Room Rental Fee UNLESS the cancellation occurs less than two weeks before the event, then 100% of the Room Rental Fee will be forfeited.
- _____ \$25 will be deducted from my deposit if I fail to remove any trash generated from my event.
- _____ If I fail to pick up the key during regular business hours, an additional fee of \$30 must be paid when the key is delivered to me.

If a REALTOR® who is receiving the 25% discount, please initial:

_____ I will be present 100% of the time the auditorium will be occupied for the event.

Signature of Contact Person

Date