



## EDUCATION CENTER RENTAL AGREEMENT

Name of Organization, Business or Individual: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

Event Duration: \_\_\_\_\_

### **EDUCATION CENTER:**

### **Fees (see pg. 2):**

Education Center – 48 people max                      \$ \_\_\_\_\_ Member

*See Page 3 for Preferred Setup Style*

**Security Deposit:** A deposit \$100.00 (One hundred dollars) with NBR as security for any damages or expenses caused by renter or its guests. Any unused portion of the security deposit will be returned to the renter within forty-five (45) days of the event. Renter shall remain liable for any claims of NBR that exceed the amount of the security deposit.

**Permitted Areas:** Office area is RESTRICTED.

**Renters Liability:** Renter shall be responsible for any damages resulting from the renter or its guests' use of the Room or Property. NBR dumpster is located on east side of rear of building. Renter shall leave room in condition it was found at time of rental. If using the audio/visual equipment, please refrain from touching the white screen. Renter must supply their own Laptop if needed.

**NO ALCOHOL ALLOWED IN FACILITY**

### **CHECKLIST OF ITEMS TO COMPLETED BEFORE LEAVING:**

- All tables and chairs should be wiped clean
- Conference Area and Kitchen should be clean of any food and beverages, with countertops wiped down
- All trash and debris (including carpet area) should be thrown in dumpster in rear of building
- All audio and visual equipment used shall be turned off

**If renting the facility for multiple days, the above checklist will apply daily.**

**Limited Liability:** Neither the renter nor Guests shall leave any unattended personal property in the Room or Property. NBR is not responsible for any loss or theft of personal property. IN NO EVENT SHALL NBR BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES OF ANY KIND ARISING OUT OF THIS AGREEMENT, EVEN IF NBR WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**Inspections:** NBR may inspect the Room at any time during the event. If renter's use of the Room presents a danger to the health and safety of others on the Property, NBR may order the guests to vacate the Room and/or Property, without cost or liability to NBR. Renter and guests agree to vacate the room and/or Property upon such order.

**No Sponsorship:** Renter shall not advertise, promote, or otherwise suggest in any manner that the event is sponsored or endorsed by NBR.

**Disclaimer on Marketing:** Please add a disclaimer on your marketing materials to inform everyone that the event is not endorsed or sponsored by NBR.

**Indemnification:** Renter agrees to indemnify NBR from all damages, including reasonable attorney's fees, for any breach of this Agreement by the Renter.

**Prohibited Materials:** Renter and guests shall not bring hazardous materials, drugs, weapons, or illegal substances to the Property. At no time will Renter and Guests use tobacco or nicotine products on the Education Center premises.

**Miscellaneous:** Any changes to this Agreement must be in writing signed by both parties. Renter shall not assign this Agreement without NBR's prior written consent. Failure to enforce a provision of this Agreement shall not be construed as a waiver of that or any other provision. Nothing in this Agreement creates a joint venture, partnership, or principal/agent relationship as between the parties, nor does this Agreement create any landlord/tenant relationship and is not governed by the Oklahoma Landlord Tenant Act.

### **Room Rental - NBR Member Cost Monday – Friday 8:30 am - 4:30 pm**

Space	Cost	Additional Fee's	Duration	Capacity
Education Center	\$50	\$100 Deposit (refundable)	2 Hours	48 Max
Education Center	\$75	\$100 Deposit (refundable)	Half Day (4 hrs)	48 Max
Education Center	\$150	\$100 Deposit (refundable)	Full Day (8 hrs)	48 Max

#### **Technology Required**

Audio/Video       Microphone       Mouse/Pointer

If using the audio/video equipment, please have a representative come by the office at least 48 hours prior to rental date for equipment instructions.

**Education Center Setup Preferred**

Auditorium Style



U-Shape Style



Classroom Style



Sign in Table Needed

**Items available for use by Renters:**

- Men's & Women's Restrooms
- Kitchen (Coffee Pot available, *Note:* Coffee packets not provided)
- Refrigerator/Microwave

**FOR RENTER:**

\_\_\_\_\_  
Print Name: \_\_\_\_\_

**Norman Board of REALTORS®:**

\_\_\_\_\_  
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