



Room Rental Agreement

To reserve a room, please complete this form and return to SPAAR. Reservations are handled on a first come first serve basis, scheduled quarterly. Reservations will be confirmed when a rental agreement is signed and received, and rental fee is paid (*if applicable*).

Today's Date: _____ Organization: _____

Date(s) of Use: _____ Hours of Use (including prep time): _____

Room Rental is available Monday through Friday, between the hours of 9:00 AM and 4:00 PM, unless previously agreed upon by the association.

Purpose of Rental/Use: _____

Contact Name: _____ Email Address: _____

Phone Number: _____ Fax Number: _____

Mailing Address (city, state, zip): _____

Saint Paul Location, 325 Roselawn Avenue East, Saint Paul, MN 55117

Equipment Use Request: TV Internet Access Laptop Other:

- Room Request:
- Stanton (Board Room, Capacity 28)
 - Anoka (Executive Conference Room, Capacity 6)
 - Dakota (Training Classroom, Capacity 50)
 - Ramsey (Executive Conference Room, Capacity 12)
 - Washington (Executive Conference Room, Capacity 12)

Food/Beverage delivery details: _____

Room Rental Fees:

- Half Day (for use up to 4 hours): NON-Member Rate \$300; Fees waived for SPAAR members.
- Full Day (for use over 4 hours): NON-Member Rate \$500; Fees waived for SPAAR members.

SPAAR Room Rental fees include the following for any room upon signed room agreement and neutrality policy acknowledgement received.

- Use of SPAAR's Keurig machines and related coffee supplies
- Use of SPAAR's audio and visual equipment as indicated above.

Conditions for Room use:

1. The organization must disclose that the program/event is not sponsored, endorsed or in any way affiliated with the Saint Paul Area Association of REALTORS®. User agrees to adhere to the NAR Code of Ethics and the RMLS Rules and Regulation. SPAAR reserves the right to refuse application if we feel these rules are subject to violation.
2. Attendees agree to not use other office work areas, staff computers, staff phones or staff kitchen unless previously agreed upon by the association; and limit their use to the room rented and common, public areas such as hall and restrooms.
3. Access to premises is not allowed prior to 8:30 AM or after 4:45 PM on business days, Monday through Friday.
4. Equipment or software problems should be reported to SPAAR when detected. SPAAR staff is not available for technical support.
5. SPAAR is not responsible for any materials or equipment left at the association before, during and after your meeting.
6. If food or beverage is brought in or delivered, requesting organization is responsible for delivery, setup and cleanup. If delivery is expected, SPAAR should be informed ahead of time for receiving.
7. SPAAR's facility is for the use of business meetings and education events, only. It is not to be used for a consumer or public event. If all guidelines are not followed, the association has the right to cancel the contract and deny future requests for room rental to the organization.

Association Neutrality Policy Statement:

The Saint Paul Area Association of Realtors (SPAAR) is a 501 ©(6) trade association dedicated to providing products and services to Realtors throughout the Twin Cities area. Supporting member business success and protection of property rights are core values of the association. As members by definition are competitors in the market place, but simultaneously cooperate with other agents and brokerages to serve the best interests of consumers, it is critical that licensees can join together to advance the overall interests of the industry in a secure, neutral and comfortable environment. SPAAR facilities and events, therefore, must be a meeting ground that is industry-centric and company-neutral.

To that end, the following will apply to SPAAR facilities and events:

- Any action or discussion that may be perceived as in violation of applicable antitrust laws is strictly prohibited. Any offenders will be immediately expelled.
- All actions and conduct of members must be consistent with the Realtor Code of Ethics, Minnesota license laws and Department of Commerce regulations.
- Professional demeanor and a respectful attitude must be exhibited at all times.
- SPAAR encourages use of our facilities by other industry partners and expects them to also comply with these standards. No advertising or marketing materials other than the approved organization is allowed.
- Likewise, on a space available basis SPAAR facilities are available for brokerage classes, events and meetings.
- However, there shall be no solicitation, recruiting of agents, discussion of differing company benefits, or other suggestions of re-affiliation directed toward new agents or agents licensed to a competing brokerage.
- SPAAR assumes no responsibility or liability for any damages, injuries, or loss resulting during the event.

Note: The Board of Directors shall periodically direct the Management Team to suggest what fees, if any, will be charged for use of SPAAR facilities by non-SPAAR groups.

I understand my obligations and agree to this rental agreement

Print Name: _____

Date: _____

Signature: _____