



Room Rental Agreement

To reserve a room, please complete this form and return to SPAAR along with deposit. Reservations are handled on a first come first serve basis. Reservations will be confirmed when a rental agreement is signed and deposit is received.

Today's Date: _____ Date(s) of Use: _____

Hours of Use (including prep time): _____

Name of Organization: _____

Mailing Address (city, state, zip): _____

Phone Number: _____ Fax: _____

Contact Name: _____ E-mail Address: _____

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

Room Requested: Board Room Training Room Executive Conference Room

Equipment Needed: TV DVD Internet Access Laptop

Special Requests: _____

Room Rental Fees:

Room rental fees include coffee, tea and all audio and visual equipment. Half-day price available for use up to 4 hours, full day price is charged for use over 4 hours.

Board Room – St Paul: Room Capacity 28

Rental Fees:

1. Half day – Member and Non-profit rate \$150.00 - Non-member rate \$300.00
2. Full day - Member and Non-profit rate \$250.00 - Non-member rate \$500.00
3. Security deposit of \$100.00 per day is required upon receipt of signed agreement
 - a. Security deposit is refundable if we receive cancellation notice 30 days prior to event

Training Room – St Paul: Room Capacity 55

Rental Fees:

1. Half day – Member and Non-profit rate \$150.00 – Non-member rate \$300.00
2. Full day – Member and Non-profit rate \$250.00 – Non-member rate \$500.00
3. Security deposit of \$100.00 per day is required upon receipt of signed agreement
 - a. Security deposit is refundable if we receive cancellation notice 30 days prior to event

Executive Conference Room – St Paul: Room Capacity 12

Rental Fees:

1. Half day – Member and Non-profit rate \$50.00 – Non-member rate \$100.00
2. Full day – Member and Non-profit rate \$100.00 – Non-member rate \$200.00
3. Security deposit of \$50.00 per day is required upon receipt of signed agreement
 - a. Security deposit is refundable if we receive cancellation notice 30 days prior to event

Conditions for use:

1. The user must disclose that the program/event is not sponsored, endorsed or in any way affiliated with the St. 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 unless previously agreed upon by the association.
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. If food or beverage is brought in, requesting entity is responsible for delivery and cleanup. If all guidelines are not followed, the association has the right to cancel the rental contract and deny future requests for room rental to the renting entity.
6. 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.

I understand my obligations and agree to this rental agreement

Print Name: _____ **Date:** _____

Signature: _____

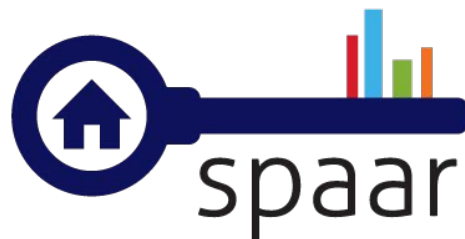
Association Neutrality Policy Statement

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.
- 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.

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.



BETTER AGENTS ♦ BETTER COMMUNITIES
SAINT PAUL AREA ASSOCIATION OF REALTORS®