



GREATER PIEDMONT REALTORS®
Conference Room Rental Agreement

The GPR conference rooms are located at 47 Garrett Street, Warrenton, VA 20186. The facility is available to GPR Members, on a first come, first serve basis. To reserve the conference facility, payment must be made in advance to GPR.

The following procedures must be adhered to when renting the GPR conference room:

1. The room will be available during office hours of Monday through Friday, 8:00 a.m. to 5:00 p.m., however not available during observed Holidays. Rental of the facility outside the normal business hours must be negotiated in advance.
2. Must abide by the nonsmoking rule inside the GPR building & use the outside cigarette disposals if outside.
3. For lower level rental - Must clean the area when finished - all tables, floor, remove all trash; etc. & place tables and chairs in position found, or a housekeeping fee will be applied.
4. May not use tape, nails, hooks, thumbtacks, or other material to attach anything to the walls, floors, ceiling, doors, windows, etc.
5. Attendance in the meeting room is limited by the fire code.
6. The facility is available for serving light refreshments with permission. Alcoholic beverages are never allowed. Each group is responsible for cleaning this area after use and putting the tables and chairs back to their original position.
7. The name; address; and phone number of GPR may not be used as the official address or headquarters of an organization.
8. GPR can provide a projector screen at an additional fee, and the group will be responsible for any damage to the screen.
9. Organizations assume responsibility for any damage to the room or contents and must leave the room in an orderly, clean condition. An itemized bill will be provided to the renter for any damages. GPR is not responsible for any injuries incurred during the use of the room, or for any lost or stolen property.
10. The facility meetings are intended for adults only.
11. No pets or animals are permitted at any time in the building or outside lawn.

12. The fact that the group is permitted to use the meeting room does not in any way constitute an endorsement by the Greater Piedmont REALTORS® or the Association's policies or beliefs.
13. GPR retains the right to cancel a reservation for good reason, and will provide as much notice as possible.
14. The GPR Staff is authorized to deny permission to use the room to any groups that is disorderly, or violates any of these regulations.
15. Cost for the Upper Level GPR Conference Room is ½ day \$100.00 or full day \$175.00 for GPR Members. ½ day for non-members is \$150.00 or full day \$275.00. Cost for the Lower Level GPR Conference Room is ½ day \$75.00 or full day \$125.00. ½ day for non-members is \$125.00 or full day \$225.00

Date/Time Requested: _____

Nature of Meeting: _____

Name of Organization/Business: _____

Anticipated Attendance: _____

Name of Responsible Person: _____

Address of Responsible Person: _____

Telephone Number: _____ Cell Number: _____

I have read the provisions for the use of the meeting room, and agree to comply with them.

Client Signature: _____ Date: _____

GPR Staff Signature: _____ Date: _____