

AUDITORIUM USE RULES

The Auditorium should be for the use of all Association members subject to certain rules and regulations outlined below. REALTORS® should be encouraged to hold sales and educational meetings, career nights, condo nights, real estate schools, and other real estate-related activities only.

1. All reservations of the Auditorium shall be made in writing, on a form provided by the Association, by a REALTOR® member in good standing, and he/she will be in charge and have the responsibility for the function planned, as well as securing the building, lights and air conditioning after the program is over. He/she will also be responsible for picking up the keys and returning them within 24 hours after his/her program is finished.
2. All entities using the Association auditorium (including franchise, if the franchise itself is sponsoring or co-sponsoring the meeting) shall supply to the Association of REALTORS® a certificate showing minimum limits of liability coverage of \$100,000 per person, \$300,000 per occurrence for bodily injury liability, and \$50,000 property damage liability or \$300,000 single limit liability.
3. Reservations for use of the Auditorium shall be on a first-come, first-serve basis and the Committee will make a decision where there is a conflict. The Association and member functions will have priority over all other uses and will be scheduled on the master calendar before other dates are opened up. The staff will send out a notice in October to all REALTORS® and will receive requests at that time for the coming year. Any dates that are still open on October 31st will be booked in the order that they are received.
4. The Executive Officer shall keep a master calendar and be responsible for the changes and updates that are to be made on the calendar. The Association receptionist shall maintain several duplicate keys, with a sign out log, and regularly scheduled users shall have a key signed out to them with a copy of their driver's license, on a permanent basis until they no longer have use for the key.
5. If a REALTOR® has reserved a date and wishes to cancel it, he/she must give notice within two (2) days prior to the scheduled date. If this is not done, then the REALTOR® shall be assessed a fine of \$5.00 for lack of proper notice plus an additional cost of \$15.00 if coffee had been ordered. Any variance from this rule shall be directed to the Board of Directors and their decision will be final.

6.	<u>USER CLEAN UP FEES</u>	<u>Mem/Non Lge Rm</u>	<u>Mem/Non Sm Rm</u>
	Morning, 8:30 AM - 12 Noon	\$50.00/\$60.00	\$30.00/\$40.00
	Afternoon, 1:00 PM - 5:00 PM	\$50.00/\$60.00	\$30.00/\$40.00
	Evening, 6:00 PM - 10:00 PM	\$50.00/\$60.00	\$30.00/\$40.00
	Full Day	\$75.00/\$85.00	\$50.00/\$60.00
	Saturday & Sunday per day	\$75.00/\$85.00	\$50.00/\$60.00

Use by Non Members:

Additional \$10.00 custodial fee

TOTAL FEE MUST BE PAID IN ADVANCE

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COFFEE SERVICE

Coffee is to be ordered in advance by contacting the Administrative Assistant with the amount of cups to be prepared. \$.25 per cup shall be charged.

LIQUOR SERVICE

If alcoholic beverages are to be served at any function, there will be an additional charge of \$15.00 for clean up. The REALTOR® in charge will be responsible for bringing the beverages and removing them after the function is completed.

***** PLEASE COMPLY WITH THE "NO SMOKING" RULES IN THE BUILDING*****