



## **MEETING ROOM RENTAL AGREEMENT**

Southwest Riverside County Association of REALTORS®  
26529 Jefferson Ave., Murrieta, CA 92562  
951-894-2571 Fax: 951-894-2572

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

REALTOR®/Affiliate

Public/Non Member

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Meeting Room Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_

Total Hours needed: \_\_\_\_\_ (Include set up and clean up time) Food served? Y / N

Seminar Title /Subject:

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**\*\* Selling materials/programs must be limited to a maximum of the last 15 minutes of any presentation. Initialing here acknowledges your understanding of this requirement \_\_\_\_\_ (initials)**

**Attendance: Maximum capacity is 120 people classroom style (at tables). 2 business days prior to the event, notify SRCAR of number of people expected.**

**SRCAR will provide the following as requested: (circle as needed)**

Coffee, water, Wi-Fi connection, projector, microphone (lapel or hand held) **If food is to be served please contact us about requirements prior to the event.**

**Meeting Room Rental: \$ \_\_\_\_\_ (\$75.00/hr. REALTORS®/Affiliates; \$140.00 others)**

**Payment is due a minimum of 3 weeks prior to the event. 50% refund for cancellation 2 weeks prior.**

**TRASH:** All trash (papers, food, etc.) must be put in the trash cans. Trash bags are to be removed and put in the back outside dumpster. No food or materials are to be left without prior authorization. **Additional cleaning charges will apply if not done.**

**LIABILITY:** The organization renting the room assumes all liability for equipment borrowed as well as tables, chairs, carpet, etc. and should these items be damaged, they will be billed for repair or replacement cost, as needed.

**PARKING:** Parking is limited to our building's parking lot and the public lot at the corner of Corning and Jefferson. Parking in other company lots may result in the violator's vehicle being towed at the owner's expense.

**FLYERS / ADVERTISING:** Flyers for promoting your event must be cleared through the Education Dept. prior to be printed or distributed. E-mail to: [ceo@srcar.org](mailto:ceo@srcar.org). Your event will be listed on all our promotional items, i.e. SRCAR web-site calendar of events, printed monthly calendar, MLS messaging, and your flyer displayed in our office.

The purposes and goals of the Southwest Riverside County Association of REALTORS® (SRCAR) include the following: to unite those engaged in the recognized branches of the real estate profession for the purpose of exerting a beneficial influence upon the profession; to promote and maintain high standards of conduct in the real estate profession as expressed in the Code of Ethics of the N.A.R.; and to provide a unified medium for real estate owners and those engaged in the real estate profession whereby their interests may be safeguarded and advanced.

Engaging in recruiting activities while at the Association premises or during any Association-sponsored event does not further these goals and purposes of the Association and is therefore strictly prohibited. \_\_\_\_\_Initial

It is the policy of the Association that, while present at the Association's premises and any Association-sponsored meeting, seminar, or other event, even if off-site, Members and their staff, employees, or other persons affiliated with a Member, shall not engage in any solicitation or recruiting activities. This means that said persons shall not initiate or participate in conversations or exchange any information, in writing or otherwise, regarding sale of brokerages, employment opportunities of any kind (including sales positions), nor shall they offer, schedule or conduct any interviews, or engage in solicitation or negotiation of any kind for positions as real estate brokers, agents, associates, or real estate office employees while at the Association's premises or at any Association-sponsored meeting, seminar, or other event.  
\_\_\_\_\_.Initial

Violation of this policy, which is deemed to be a member duty, will interfere with the Association and its Members achieving its purposes and goals and will damage the success of the Association and its Members. Any violation of this policy shall be cause for the Association, in its sole discretion, to take one or more of the following actions (pursuant to Bylaws Article VI, Section 1; Article VI, Section 2b; and Article IX, Sections 4 and 7):

1. Remove the person and/or his or her affiliated responsible Member from the Association premises or sponsored event;
2. Discipline the person and/or his or her affiliated responsible Member, which may include, in the Association's sole discretion, a written warning and/or written notice that the person and/or his or her affiliated responsible Member is restricted from visiting the Association premises and/or attending Association sponsored events for a specified period of time.
3. Impose a fine on the person and/or his or her affiliated responsible Member. The reasonable value for a violation of this policy is Five Hundred Dollars (\$500.00) per violation. Fines will be assessed by a written demand on the responsible Member and payment will be due within ten (10) days of the date of the demand.
4. Repeat violations of this policy may result in suspension or termination of Membership.

The discipline and/or fines provided in this policy are subject to the notice and hearing rights of Members as set forth in the Bylaws, Article IX, Sections 4 and 7.

\_\_\_\_\_  
**COMPANY REPRESENTATIVE**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SRCAR REPRESENTATIVE**

\_\_\_\_\_  
**Date**

**DISCLAIMER:** It is the policy of SRCAR that our meeting room facilities are to be made available for rental to Members, Affiliates, and the public. Such rental is not, and shall not be interpreted to be, an indication that the Association sponsors, endorses, or supports the person or entity renting the meeting room facilities, or the activities conducted, information disseminated at any meeting or seminar, the products or services sold, or other events held in the rented facilities. (Rev. 1/07/13)