



RI REALTORS® Meeting Room Rental Agreement

Room Choices

See room list below for descriptions and prices.

Length of Rental*

Half Day (up to 3 hours)

Full Day (over 3 hours)

**Half day is either 9:00 a.m. – noon or 1:00 – 4:00 p.m. A Full day is 9:00 a.m. - 4:00 p.m. Room renters will be given fifteen minutes before and after contracted time for setup and take down.*

Room Rental Options

Lower Classroom



1100 sq. ft. Preset as Classroom style (holds up to 60 people), equipped with overhead sound, interactive displays/whiteboards, and podium. Laptops and microphones available upon request.

Half day*

RIAR member – \$199

Non-member – \$240

Full day *

RIAR member – \$299

Non-member – \$360

Upper Classroom



1700 sq. ft. Preset as Rectangle-classroom style (holds up to 78 people). Equipped with overhead sound, interactive displays/whiteboards, and podium. Laptops and microphones are available upon request. Upper Classroom also includes use of kitchen with sink and refrigerator.

Half day*

RIAR member – \$349

Non-member - \$399

Full day*

RIAR member – \$525

Non-members - \$599

**Half day is either 9:00 a.m. – noon or 1:00 – 4:00 p.m. A Full day is 9:00 a.m. - 4:00 p.m. Room renters will be given fifteen minutes before and after the contracted time for setup and take down.*



Room Rental Agreement

Room Usage Info

Room renters will be given fifteen minutes before and after contracted time for setup and take down. Additional fees may apply if more time is needed. Please return this completed form to Priscilla Vecchio-Cowan at priscilla@rirealtors.org. For questions, please call Priscilla at 401-432-6926.

Date(s) of Event:* _____ Time: _____
**Maximum of 90 days in advance*

Will additional set up time be needed? Yes No If so, how much? _____

Purpose of Use/Type of Event? _____
(Rooms cannot be utilized for CE Classes or similar classes that are offered by RIAR Professional Development Department)

Estimated # of attendees: _____ Cannot exceed rented room's capacity. (Upper-78, Lower-60)

Will your event be catered? Yes No

Will you need Tech Support? Laptop Yes

Deposits (When paying by Credit card only) – A 20 % deposit is due and payable upon reservation of room and execution of written contract. There are no exceptions to the deposit policy. **If paying by check, the full amount is due within 10 business days to secure the room made payable to State-Wide MLS, 100 Bignall Street, Warwick, RI 02888.**

Contact Information

The person below is considered the *Renter and the Authorized User* and must be on the premises during the meeting/event. If not, they must authorize an alternate contact and complete the Alternate Site Contact information line below.

BOOKING CONTACT

Name: _____ Member #: _____

Email: _____

Mobile/Direct: _____
(Please list the number where you can best be reached onsite)

Name of Organization: _____

Address: _____

Alternate Site Contact

Name: _____ Member #: _____

Email: _____

Mobile/Direct: _____
(Please list the number where you can best be reached onsite)

User Agreement (initial)

Select the Room and Time you are interested in:

Lower Classroom

Half Day(s)

Full Day(s)

Upper Classroom

Half Day(s)

Full Day(s)

Please initial the following:

_____ I understand that I must exercise diligent care to prevent any damage to the premises, fixtures or equipment; shall not use any of the equipment or fixtures for other than their intended use; and shall be fully liable for any damages caused by their use. RI Realtors® holds the signatory to this agreement responsible for payment of damages to any property damaged, stolen, or defaced in addition to any costs to clean the property to its original condition, and at the Association's sole discretion, to remedy User's default in payment of rent, to repair damages caused by User or User's guest or licensee, to clean the premises if necessary, and to replace, return or restore personal property or appurtenances exclusive of ordinary wear and tear.

_____ I understand that it is my responsibility to clean up after the event, removing all trash and debris to appropriate receptacles (Upper Classroom only) and generally return to the room(s) to the condition as when received. If cleaning services are required because of the event, an invoice will be sent to the responsible party.

_____ I understand that any usage which results in RI REALTORS® staff incurring overtime shall incur an additional charge to the user at \$50 per hour.

_____ I understand that onsite parking is limited and cannot be guaranteed. Attendees are not permitted to park in the employee lot or on neighboring business property.

_____ I understand that it is my responsibility to begin and end my reservation on the scheduled time.

_____ I understand that I must give 48 hours' notice when canceling my event, or I may be subject to a cancelation fee of \$50 which will be deducted from the renter's refund of deposit.

_____ I understand that if I bring refreshments, I am responsible for cups, plates, utensils, sugar, creamer, cups and all accessories to be used with the refreshments, as RI REALTORS® does not provide these items.

_____ I understand that when advertising my event, RI REALTORS® remains a neutral party and should not appear to endorse the event.

_____ I understand that failure to adhere to the agreements initialed here may result in fees that will be charged to the provided credit card or invoiced to the responsible party.

_____ I understand that I will be charged a deposit of 20% of rental fee upon receipt of this rental agreement. The balance will be charged to the provided credit card on the day of the event. **If paying by check I understand that the full amount will be mailed within 10 days of submitting this contract.**

Rental Fee: _____

Deposit: _____

Balance Due: _____

CLIENT AUTHORIZATION:

SIGNATURE

PRINT NAME

DATE

RI REALTORS® AUTHORIZATION:

SIGNATURE

PRINT NAME

DATE