



Contract for Rental of the Association's Meeting Space – 2012

The following company wishes to rent the Association's Classroom (Upstairs)_____
Main Level Conference Room _____
and agrees to abide by the rules and conditions of rental as set forth in the attached.

COMPANY NAME: _____

CONTACT PERSON: _____

TELEPHONE: _____ FAX: _____ e-mail: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAY(S) & DATE(S) REQUESTED _____ RENTAL FEE: _____

AV NEEDS: Available at no charge (Please CIRCLE all that you will need):

- o Overhead Projector Slide Projector w/ carousel TV Tape Recorder
o White Grease board VCR Podium
Telephone line connection (Fee for long distance) Flipchart-available @ \$20.00

TIME ROOM TO BE READY BY: _____ # OF PEOPLE ATTENDING: _____

SEMINAR / CLASS HOUR(S) REQUESTED: FROM: _____ TO: _____

PURPOSE / USE OF RENTAL: _____

SET-UP (If other than CLASSROOM style, there will be an additional charge): _____

SIGNATURE OF PERSON RESPONSIBLE: _____

Above must be completed & signed to confirm rental!

Please fax back to (252) 441-7524

Rental Rates are outlined on the attached by half-day segments. Members may request to be billed for the rental.
Non-Members must pay in advance.

Thank you for selecting & using the Association's facility!

Office Use Only: Accepted By: _____ Date: _____

Database: _____ Billed: _____ Payment Received: _____

2012 OBAR MEETING SPACE AVAILABLE

The Association's meeting space is available for rental **at very reasonable rates!** The room may be used for training sessions, career nights, seminars, etc. Rentals are available under the following payment policy guidelines:

Rental of the **Main Level Conference Room** is **Free to members**, \$50 per half day segment for non-members. The conference room seats 14; some extra chairs available.

Upper Level Classroom Information:

Member Rental Rates:

\$75	per half-day segment (morning, afternoon, evening)
\$150	for any two of the above day parts
\$175	for the full day, all three day parts

Non-Member Rental Rates:

\$ 200
\$ 250
\$ 300

Rental rates include the following:

- 1) Basic Classroom set-up for up to 35-40; some additional chairs available. Special requested room arrangements will be charged an additional set-up fee of \$ 25.00 to \$50.00 depending on the requested set-up. Room may be rearranged by lessee without charge but must be returned to original set-up at conclusion. (*Note: parking for more than 40 cars may be a problem. If your group is larger than this, you may wish to suggest carpooling.*)
- 2) Podium
- 3) Coffee/tea will be provided for morning rentals as well as the related beverage supplies. (*Sodas are available for individual purchases at \$1.00 each. Advance notice required.*)
- 4) Use of Association's audio-visual equipment including: TV, VCR, slide projector, overhead, film projector, easel, and radio/cassette recorder. (*Materials such as blank transparencies for the overhead, etc, - are not included.*) Flipchart available @ \$20.00. Please check when booking that AV equipment is available.
- 5) A dedicated telephone line for use with modems is also available (DSL). However, charges will be assessed for long distance access.
- 6) Community based charitable (501.c3) organizations (e.g. boy/girl scouts, toastmasters, red cross, hospice, etc) may be eligible for waivers of rental rates upon request provided that facilities are not utilized for direct fundraising purposes.

The following are conditions of rental:

All rentals are subject to leaving the room as found. This includes all clean-up of paper and materials; returning any moved furniture to its original location; etc. Your own food and/or beverage may be brought in; however, this must be cleaned up and "leftovers" removed. A service/damage fee of up to \$100 may be charged if room is not left in satisfactory condition.

The use of alcoholic beverages will not be permitted. Smoking will not be permitted inside the facility.

If rental involves hours outside usual Association operating hours (9:00 a.m. – 5:00 p.m.; Monday – Friday), arrangements may be made to sign-out a key. However, keys **must** be returned within 24 hours or a re-keying charge of \$100 will be assessed.

Rental Arrangements:

Dates may be arranged by contacting the Association office, (252) 441-4036, and will be available on a first-come, first-serve basis. Telephone reservations will be held on a tentative basis for up to one week, pending receipt of contract.

Revised 10/13/10