

Harford County Association of Realtors, Inc.

Agreement for use of Training Room

This Agreement made this ___ day of _____, 20___, by and between Harford County Association of REALTORS, Inc. (“HCAR”), and _____ (“User”).

HCAR and User agree that User may use the following described space and facilities within the HCAR property located at 2227 Old Emmorton Road, Unit #118, Bel Air, Maryland 21015, upon the following terms and conditions.

1. **Description of User** – User is a non-discriminatory organization which has as its primary purpose and objectives the following:
2. **Description of Use of HCAR Property** – User will use the Training Room (“Room”) exclusively for the following purposes and activities: _____

_____.
3. **Date and Time for Use** – User shall use the Room on the following date and time (subject to the absolute right of HCAR to override this schedule to accommodate HCAR activities): _____.
4. **Facilities** – User is permitted to use the following other facilities or equipment outside of the assigned space: Parking areas (during hours of permitted use strictly observing the handicapped signs), rest rooms, kitchen, and coat racks. Access to the room will be discussed by the Contact. Hallways required for direct access to the assigned space. Other property of HCAR may be available for used by the User but only with the prior written consent of HCAR.
- 5.
6. **Fees** – For use of the room the User shall pay HCAR the following: \$ _____. The fee is due and payable in advance. In the case of multiple uses, each installment of fees is payable prior to each respective use by User. User shall pay a \$100.00 deposit to be paid upon execution of the Agreement.
7. **HCAR Contact** – The HCAR Contact (“Contact”) is _____, who may be contacted at the HCAR office at 410-569-0750 during business hours. User agrees to take instructions from Contact regarding use of HCAR property and equipment. Any questions regarding use of the Room should be directed to the Contact. Changes of the use of the building should be reported to the Contact immediately.
8. **HCAR Policies** – User agrees to abide by and comply with HCAR policies now in force as well as any policies which may be adopted by HCAR during the term of the agreement. A written copy of the policies shall accompany this Agreement, shall be initialed by the User and their content are made a part of this Agreement by reference.

9. **Terminable at Will** – The Agreement may be unilaterally revoked by HCAR, and the permission for use of the Room may be terminated by HCAR at any time, at will, and without cause. Nothing construed in this Agreement shall be construed to prohibit HCAR from terminating User’s permission to use HCAR property and facilities at any time.
10. **Compliance** – Failure of User to comply with the terms of this Agreement and/or HCAR policies shall result in immediate termination of User’s permission to use HCAR property.
11. **Housekeeping** – User shall endeavor to keep assigned space neat, clean and in good repair. Furniture within the Room shall be returned to the location/arrangement as existing prior to use. User shall always leave the assigned space in at least as good condition as existed prior to User’s use. Any damage should be promptly reported to the Contact. The full cost of any repairs required to be made by HCAR, because of damages caused by User, shall be reimbursed by the User within 30 days of the date of the use. The reimbursement shall be in addition to the fees paid for use of the room. Extraordinary cleaning expenses shall be the responsibility of User. The Cleaning Charge will be refunded if the Room is left in good condition. If there is damage to the Room or other HCAR property the Cleaning Charge or a portion of it may be retained by HCAR if the required reimbursement for damage is not promptly paid to HCAR.
12. **No Smoking** – User acknowledges that smoking is prohibited in all areas of the HCAR offices. If User or the User’s guests smoke outside the building, care will be exercised not to throw the cigarette butts on the walkways, grass or plantings.
13. **Food and Drink** – In the event User soils or stains carpeted areas, User agrees to pay for the full cost of cleaning carpeted area soiled or stained. Upon leaving the premises, User must make sure all coffee pots and lights are turned off and doors are closed and locked. No alcoholic beverages are permitted on the HCAR property.
14. **Liability Insurance** – User accepts full responsibility for securing and maintaining its own liability insurance for the event to be held in the Room.
15. **Indemnification** – User hereby agrees to indemnify and hold harmless HCAR against any and all claims against HCAR arising out of User’s use of HCAR property and facilities.
16. **Sponsorship of User** – The undersigned or User agrees to act as sponsor and principal spokesperson for User (“Sponsor”). The Sponsor agrees to take personal responsibility for ensuring User’s compliance with the terms of this Agreement and all HCAR policies.

IN WITNESS the hands and seals of the parties hereto the date and year first above written.

Attest:

Harford County Association of REALTORS Inc.

By: _____

User: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Payment Method

Amount of Rental

Charge Only
Mastercard/Visa (Circle One)

\$ _____

Card Number

Expiration Date

Zip Code

Cardholder Name (PRINT): _____

Authorized Signature: _____