

Conference Room Usage Policy

900-2

1. Facility rentals are available for VPAR members, NAR affiliated organizations, and general public for business and professional use. The rental fees are lower for VPAR members. The usage fee for member firms is \$275 per 4-hour period for a single use and \$375 for non members.

For members only: Multiple uses per year will be charged as follows:

2-5 times per year – 10% discount per time per 4-hour period

6-10 times per year – 15% discount per occurrence per 4-hour period

11 - 15 times per year – 20% discount per occurrence per 4-hour period

16 -39– 25% discount per occurrence per 4-hour period

40+ times per year with a one year signed contract the fee will be \$200 per occurrence per 4-hour period.

The fee includes coffee and condiments. The fee is due upon reservation and may be charged at the discretion of the Designated REALTOR®, and can be placed on the monthly firm statement. Make checks payable to VPAR. A reservation cannot be confirmed until the usage fee is paid.

2. Fee for any equipment is as follows:

Members

DVD \$15

LCD Projector \$50 (less than 4 hours)

LCD Projector \$80 (more than 4 hours)

Microphone—\$15

Hands free Microphone—\$25

Non Members

DVD \$25

Projector \$75(less than 4 hours)

LCD Projector \$100(more than 4 hours)

Microphone—\$25

Hands free Microphone—\$40

The building is also a smoke-free environment.

3. To reserve the conference room, a reservation request form must be completed and returned to the Association Office. A copy of the form will be returned to you with authorization upon processing by Association staff. Firms must show proof of insurance liability coverage before a reservation can be confirmed.
4. Food may be brought into the conference room. However, users are responsible for all clean up. There will be an additional charge of \$50 for any users that do not leave the room in a clean condition upon vacating.
5. Failure to properly secure the building upon vacating may result in restrictions on future usage. All lights, coffee pots, AV equipment and microphones should be turned off.
6. The Association reserves the right to give first usage priority to its committees, subcommittees, task forces and affiliated institutes and societies.
7. Association staff will not be available to make coffee or assist in setting up for a firm function in the room. However, Association staff will provide instruction on room equipment (e.g. coffee machines, projector, microphones, etc.) prior to use of the room.

