



## **CLASSROOM RENTAL AGREEMENT AND FEE SCHEDULE**

**(Non-Member)**

The Real Estate School of York & Adams Counties offers a well-equipped classroom with full audio-visual capabilities that seats up to 60 people classroom style. The classroom is great for company and community meetings, corporate training events, professional development seminars, etc. Parking is available immediately outside of the classroom at no cost. The classroom also features a small lobby area great for registrations, sign-ins, material pick-up, etc.

### **Rental Hours and Fee Schedule:**

The classroom is available Monday - Friday from 8:00 AM to 4:00 PM and on a limited basis after 4:00 PM.

- Half Day Rental (4 hours max): \$125
- Full Day Rental (8 hours max): \$250
- After 4:00 PM: \$50 per hour

*\*\* If you are a non-profit organization, please email [staff@rayac.com](mailto:staff@rayac.com) for non-profit rates.*

### **Scheduling Policy and Right to Refuse:**

Availability of the classroom is to be determined by School staff. Dates and times are not guaranteed until confirmed by School staff and payment of the rental deposit has been received. Classroom is available Monday thru Friday 8:00 AM – 4:00 PM. The classroom may be rented other than the hours previously listed upon request and for an additional rental fee. RAYAC has the right to refuse any organization/topic.

### **Payment:**

- A non-refundable deposit of half the rental amount is due upon submission of the rental agreement.
- Balance is due 10 days prior to day of rental.
- Discover, Visa, MasterCard, and American Express are accepted.
- Checks should be made payable to RAYAC. *Returned checks will be charged a fee.*

### **Amenities Available:**

- Audio/Visual Equipment (includes podium, projector, projection screen, lavalier microphone, surround sound, and laptop): \$75
- Use of kitchen area to place food and beverages: \$50
- Parking for guests: Free

### **Conditions for Use:**

- **Rental costs** - are for facility use only and do not include catering or other services.
- **Liability Insurance Coverage** – If applicable, a certificate of liability in the amount of at least \$1,000,000.00 naming RAYAC as additional insured. We will keep these certificates on file for 1 year. The liability insurance would need to cover any item damaged in the **entire premises**; including, but not limited to AV equipment.
- **Food** – Lessee must handle all arrangements for food delivery/pickup, and all items must be removed from premises upon completion of event. Any special arrangements are the responsibility of the renter.

Conditions for Use Continued:

- **Arrival/Set-up and Tear Down** - Upon arrival, lessee must check-in at front desk and may set up no more than one hour prior to event. The renter is responsible for set-up of tables and chairs. Facilities are to be left clean and all trash removed from site by lessee. All furniture must be returned to original configuration upon completion of usage. Should the facility not be left clean, there will be a \$50 service charge.
- **Equipment Usage** – There is a \$75.00 charge to use any of RAYAC’s equipment and arrangements must be made in advance. RAYAC’s equipment must be set-up by RAYAC staff.
- **Overtime** - will be charged a rate of \$50 per hour.
- **Alcohol/Smoking/Pet Policy** – Neither alcohol nor smoking is permitted. Pets are not permitted with the exception of service animals.
- **Class/group size** – Classroom maximum 60.
- **Recruitment** – No recruiting for employment opportunities for any real estate brokerage firm, franchise or network is allowed in any class.

By signing this agreement, I hereby agree to the fees and conditions stated in the agreement.

<b>Date of Application</b>	<b>Company</b>
<b>Contact Name</b>	<b>Phone</b>
<b>E-mail</b>	<b>Purpose of Use/Topic</b>
<b>Rental Date</b>	<b>Hours (am-pm) to (am-pm)</b>

**Please check all that apply:**

- |                         |          |                       |      |
|-------------------------|----------|-----------------------|------|
| Half Day 4 hour rental: | \$125    | Use of A/V Equipment: | \$75 |
| Full Day 8 hour rental: | \$250    | Use of kitchen:       | \$50 |
| After 4:00 PM rental:   | \$50/hr. |                       |      |

<b>Signature</b>	<b>Today’s Date</b>
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*RAYAC does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation.*

**For internal use only:**

<input type="checkbox"/> Agreement completed	<input type="checkbox"/> Certificate of Liability received
<input type="checkbox"/> Total amount due: _____	<input type="checkbox"/> Full payment 10 days prior to rental date received
<input type="checkbox"/> Date Invoice sent to lessee: _____	<input type="checkbox"/> A/V equipment payment received
<input type="checkbox"/> Deposit received _____	<input type="checkbox"/> Staff coverage: _____
Notes: _____	
_____	