



901 SMILE WAY, YORK, PA 17404 • 717.843.7891 / FAX 717.854.0720 / WWW.RAYAC.COM

## Classroom Rental Agreement

\_\_\_\_\_  
Company

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Topic

\_\_\_\_\_  
Phone

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Rental Date                      Time Period

\_\_\_\_\_  
E-mail

I hereby agree to the following:

- **Requirements to Reserve Facility** – Signed Rental Agreement; and if applicable, full payment and a certificate of liability insurance coverage.
- **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.
- **Repairs and Damages** – The above-referenced liability insurance would need to cover any item damaged in the **entire premises**; including, but not limited to AV equipment.
- **Scheduling Policy** – Boardroom is available Monday – Thursday from 9:00 am – 4:00 pm, and Friday from 9:00 am – 3:00 pm. The boardroom may be rented other than the hours previously listed upon request and for a fee. Rooms cannot be reserved more than 90 days prior to the event.
- **Class/group size** – Classroom maximum 64.
- **Recruitment** – Recruitment is prohibited. RAYAC reserves the right to postpone or cancel the room rental should any promotional material or other communication about the event contain any recruitment reference(s) or otherwise violate any provision hereof.
- **Promotional Material** – RAYAC is to receive copies of all promotional material at least twenty one (21) days prior to any event. No promotional material may violate any provision hereof, nor make any reference to recruitment, or to RAYAC sponsoring, providing, or endorsing the event.
- **Right of Refusal** – RAYAC has the right to refuse any organization/topic.
- **Arrival/set up** – Upon arrival, lessee must check-in at front desk and may set up no more than one hour prior to event.
- **Equipment Usage** – There is a \$25.00 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.
- **Alcohol/Smoking/Pet Policy** – NEITHER ALCOHOL NOR SMOKING is permitted. Pets are not permitted with the exception of service animals.

- **Food** – Lessee must handle all arrangements for food delivery/pickup, and all items must be removed from premises upon completion of event. There is a \$10.00 charge for coffee provided by RAYAC.
- **Trash Removal** – FACILITIES ARE TO BE LEFT CLEAN AND ALL TRASH REMOVED FROM SITE BY LESSEE. IF NOT, CLEANING FEE OF \$25 MAY BE CHARGED.
- **Furniture Placement** – All furniture must be returned to original configuration upon completion of usage.
- **Educational Courses** – The room rented pursuant to this Agreement may not be used for any Real Estate or Appraisal Continuing Education Courses for which credit is given by the Pennsylvania Real Estate Commission. Further, the room cannot be used to offer courses upon the completion of which the participant(s) earn(s) a designation, without the prior approval of the RAYAC Board of Directors, which approval may be withheld at the Board’s sole and absolute discretion.

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Signature

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Today’s Date

Rev. 6/4/2021