

SAOR CLASSROOM RENTAL

AVAILABILITY: Classroom and Conference room is available to rent Monday thru Friday from 8:30am-5:00pm excluding Wednesday from 8:30am-12:00 pm.

RESERVATIONS: Will be accepted no more than 30 days in advance; one week notice required for cancellation with full refund. If cancelled prior to seven days notice, deposit will be retained as cancellation fee. Rental charges and deposits are due and payable upon execution of contract to rent.

CLASSROOM RENTAL CHARGE MEMBERS

Classroom	\$50 Flat Rate
Conference Room	\$50 Flat Rate

CLASSROOM RENTAL CHARGE NON-MEMBERS:

Classroom	\$150 half day	\$225 full day
Conference Room	\$75 half day	\$125 full day

Prices are the minimum and the amount of time less than half and/or full day is still charged the price shown. Half day is considered anything up to 4 hours and full day is considered anything in excess of 4 hours up to 8 hours.

SOLANO ASSOCIATION RENTAL AGREEMENT

Company _____ Phone _____

Contact Person _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Event Date _____ Full Day _____ Half day _____

Time _____ To _____

Event Subject/Name of Event _____

Number of Attendees _____ Not to exceed 70 Per Classroom and 15 conference room

Room reserved _____ Classroom
_____ Conference Room

Refreshments to be served: _____ Coffee _____ Tea _____ Soft Drinks-NO ALCOHOL allowed

Will Food Be Served? _____ Yes _____ No

NO SMOKING IS ALLOWED ANYWHERE IN THE BUILDING, SMOKING OUTSIDE IN DESIGNATED AREAS ONLY.

Total Room Rental Charge: \$ _____

Deposit: (See Agreement for terms) \$ _____

Total Due at time of reservation \$ _____ Check No. _____

*****Please print name here if SAOR member: _____

Applicant hereby agrees to abide by the Terms and Conditions as set forth on the reverse side of this Application and Rental Agreement. All Agreements for services or items not covered by the Rental Agreement must be in writing.

Authorized Applicant Signature Date _____

Authorized Association Signature Date _____

TERMS AND CONDITIONS OF ROOM RENTAL

1. Association staff is not responsible for setup of room and room must be returned to the original setup at conclusion of the function.
2. Association must be notified if food will be brought in. Renter shall be responsible for providing plates, napkins, cups, etc. Kitchen facilities are available.
3. Renter is responsible for bagging all trash, emptying and rinsing out all coffee pots, wiping down counter and sink area in kitchen and any tables as necessary. Please repost all spills to staff. If damage is done as a result of spillage, deposit will be used to restore area and renter will be billed any additional that exceeds deposit. If the room is not restored to its original condition, it will result in loss of \$100 deposit.
4. The use and installation of any decorations must be approved in advance by the Association and removed at the conclusion of the event. No signs, photos, flowers or any objects shall be attached to any wall, ceiling or doors without prior approval.
5. Renter will assure the Association the number of guests outlined on second page of this agreement.
6. Hours of rental are limited to 8:30 AM to 5:00 PM Monday thru Fridays with the exception of Wednesdays when the hours are 12:00 PM to 5 PM. Holidays are also exempt. Events requiring set up prior to 8:30 AM may be subject to an additional \$50 per 30 minute period which will be paid at time of execution of Agreement. Any event or cleanup that goes after 5:00 PM may be subject to an additional \$50 per 30 minute period which will be due and payable within 5 days after event. Lunch events scheduled between the hours of 11:30AM and 1:30 PM, will be considered full days and be charged accordingly.
7. Payment is due in full at the time of execution of this Agreement and signed by the Association representative. Payment may be made check, cash or Visa/MasterCard.
8. The Association does not assume responsibility for the damage or loss of any merchandise or articles left on premises prior to or after an event.
9. Renter shall not assign this Agreement nor allow any person or entity to acquire any interest herein without the prior written consent of the Association, and any such assignment to or acquisition by a third party without the consent of the Association shall at the option of the Association be null and void.
10. As a further condition of this Agreement, renter agrees to defend, indemnify, and hold harmless the Association its agent and employees from any and all claims, liabilities and expense of any kind arising from injuries or damages sustained to persons or property in, on or around the Association facility arising from or relating to use of the premises during rental period. In this regard, renter shall be responsible for renter guests, trespassers, employees, and agents.

_____ Date _____
Authorized Applicant Signature

_____ Date _____
Authorized Association Signature