



NIRA REALTOR® & AFFILIATE MEMBER CLASSROOM LEASING POLICY

Contact: NIRA Communications Department in advance of leasing classroom for availability, to discuss intended purpose, and/or make written application for use

Section 1. OPERATIONAL CONDITIONS

- A. Classroom is available for lease on a first come, first served basis. NIRA meetings take priority.
- B. Classroom is available for lease from 8:30 am to 4:30 pm – Monday through Friday when not in use by NIRA.
- C. Use is limited to the Classroom leased, common and public areas (i.e. restrooms). Attendees are prohibited from using other office work areas, staff computers, staff phones, or the other areas of the building.
- D. The classroom has a projector and screen available for use. All other technology (computer, adapter, clicker, meeting owl, etc.) must be provided by the lessee.
- E. Use of the Classroom is for business related purposes only. No personal events are to be scheduled nor is the room to be used for any fraudulent purpose.
- F. The NIRA facility and parking lot is handicap accessible.

Section 2. LEASING APPLICATION GUIDELINES

- A. All individuals and/or businesses must complete a Classroom Lease Application Form at the time the room is reserved. The Lessee shall describe the intended use purpose on the Classroom Lease Application Form.
- B. You agree the event being held in our facility is not in conjunction with NIRA and any communications advertising the event will contain the following disclaimer:
 - “This event is sponsored by _____. The use of the Northwest Indiana REALTOR® Association conference room for this event does not constitute an endorsement by the Association.”
 - If found in violation and not updated within reasonable time after being notified, NIRA has the right to cancel the reservation.
- C. All accepted applicants shall be notified of approved schedule and deposit amount due. Room reservation is confirmed upon receipt of signed Classroom Lease Application Form and deposit.
- D. Any use deemed a conflict of interest or in competition with NIRA’s Continuing Education programming will be denied.

Section 3. DEPOSIT/CANCELLATION GUIDELINES

- A. Deposit of 50% of lease fee, payable to NIRA is due one (1) week prior to event. The deposit will be applied toward the balance of the lease fee. Balance of lease fee is due the day of event.
- B. All payments are processed through the NIRA Accounting Department
- C. Deposit will be forfeited if room cancellation is not made 48 hours prior to event
- D. NIRA RESERVES THE RIGHT TO CANCEL AT ANYTIME SHOULD IT BECOME NECESSARY. In this instance, the Lessee’s deposit will be returned.

Section 4. ROOM LEASE RATE/SET-UP

Classroom---Seats 60 people--includes projection screen, projector, and wireless access

Cost: Twenty-five dollars (\$25.00) an hour with a **minimum of 2 hours of use**

NOTE: If Lessee has moved or shifted tables and chairs into an arrangement different from the original format, the Lessee is responsible for returning the premises, tables, and chairs to their original arrangement.

Section 5. REGULATIONS

- A. Registration will be the responsibility of the person or organization leasing the Classroom.
- B. Lessee's function shall not interfere with normal business functions or with normal public access to the business space.
- C. Any audiovisual equipment used will be in the same working order as when Lessee received it or Lessee will pay for damage. Normal wear and tear is not Lessee's responsibility.
- D. Smoking is **prohibited** inside the building and permitted outside no less than 8 feet from entrance of building.
- E. Sub-letting the leased space is prohibited.
- F. The removal of facility furniture, equipment, and supplies out of Classroom is not permitted.
- G. Lessee must require all invited participants of the event observe these guidelines and all applicable fire, occupancy and building codes.

Section 6. FOOD, BEVERAGE, AND CLEANUP POLICY

- A. Food and non-alcoholic beverages can be supplied by the Lessee, or delivered by caterer for use in the Classroom kitchen.
- B. Lessee must be on hand to meet with any vendors, caterers, set-up people, etc. for which they have contacted prior to the event and agree that GNIAR and its staff are not responsible for payment, acceptance and/or signatures. All leftover catering food/supplies should be disposed of in proper manner.
- C. Lessee may use the Classroom kitchen, refrigerator and coffee maker. **Beverage** service can be provided for a nominal fee (*refer to Classroom Lease Application Form*).
- D. Lessee will be responsible for furnishing cups, plates, napkins, spoons/forks, sugar, creamer, stir sticks, and coffee unless **Beverage** service is requested.
- E. Spills and other accidents are to be reported to the GNIAR staff immediately.
- F. The Room must be left in proper order with all paper, trash, cups, plates, etc. disposed of in the proper trash receptacles. Tables and chairs must be returned to original positions.

Section 7. NOTICE OF MISUSE

The use of the Classroom is a benefit that may be denied for misuse of the leased space which includes but is not limited to: physical abuse of facilities and/or equipment, failure to cancel room booking within deadline on **two occasions**; misrepresentation of information supplied on Classroom Lease Application Form; failure to clean up and/or return room to normal order on **two occasions**; and failure to adhere to the Classroom Leasing Policy.

Section 8. LIABILITY

Lessee agrees to protect, indemnify, defend, save and hold harmless the Northwest Indiana REALTOR® Association (NIRA), its Officers and Employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the Lessee's use of the facility.

Limitation of Liability. NIRA's liability to Lessee for damage arising from lease of the Classroom for any reason and under any theory of law whatsoever is limited to the total amount paid by Lessee to NIRA in lease fees. NIRA will be not liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond NIRA's control.

Sign here: _____