

PERMIT FOR USE (“AGREEMENT”)

The Punta Gorda-Port Charlotte-North Port Association of REALTORS®, Inc., grants a license for use of its facility located at 3320 Loveland Boulevard, Port Charlotte to include:

**Auditorium
Parking Area**

**Conference Room
Restrooms**

Kitchen

to the undersigned organization/person (hereinafter called “Licensee” and/or “Occupant”) for an agreed upon fee of \$_____ (plus 7% sales tax) per use period, such facility to be used between the hours of _____ on the following date(s):

Subject to the following conditions and payable upon execution of this agreement:

1. Occupants shall cooperate to the fullest extent possible with lawful adherence to all rules and regulations incorporated herein governing occupancy, use and maintenance of the facilities and will immediately report all known acts and omissions in violation of said rules and regulations to the **Punta Gorda-Port Charlotte-North Port Association of REALTORS®, Inc.**

2. LICENSEE shall have the right to use the facility only for the period identified in this Agreement and entrance into the facility at other than the designated times shall be allowed only with the special permission of the **Punta Gorda-Port Charlotte-North Port Association of REALTORS® Inc.**

3. LICENSEE agrees that the property shall not be utilized for purposes other than those for which they are assigned, without the written, express approval of the **Punta Gorda-Port Charlotte-North Port Association of REALTORS®, Inc.**

4. The facility will be used for the following purpose or purposes (type of event and number of persons anticipated):

5. The use of the facility includes the reasonable use of utilities; however, LICENSEE will be surcharged for the cost of any utilities in excess of normal use resulting from their occupancy of the building.

6. Any LICENSEE desiring to place an exhibit, poster, sign or display within the building or anywhere on the premises shall request to do so from the PUNTA GORDA-PORT CHARLOTTE-NORTH PORT ASSOCIATION OF REALTORS®, Inc., and obtain approval prior to any such action. No signs shall be affixed to the building's interior or exterior in any fashion.

7. All occupants shall at all times comply with official signs of prohibitory or directory nature and with the directions of law enforcement and other duly authorized officials.

8. All occupants shall conduct themselves so as not to dispose or cause to be disposed of any rubbish on the property in any manner or means other than the appropriate waste depositories and, further, not to create or cause to be created any hazard to persons or things on or about the premises or to climb upon the roof or any part of the building not designed for occupancy use or to willfully destroy, damage or remove any property.

9. All occupants will conduct themselves so as not to create a loud or unusual noise or unreasonably obstruct the usual and customary use of the entrance, corridor, office, or parking lot.

10. LICENSEE discharges Punta Gorda-Port Charlotte-North Port Association of REALTORS®, Inc. and will hold Punta Gorda-Port Charlotte-North Port Association of REALTORS®, Inc., harmless from all claims, demands, actions, and causes of action of any sort for injury sustained by guests to person or property during exclusive use of the property and due to the negligence of guests and invitees.

11. The LICENSEE shall be responsible for all costs, expenses, damages, liabilities, claims or suits resulting from such use.

12. The LICENSEE shall be responsible for the thorough cleaning of the premises after each use. Such clean-up shall result in the used premises being restored to a clean and neat condition according to the standards of the PUNTA GORDA-PORT CHARLOTTE-NORTH PORT Association of REALTORS®, Inc., **shall leave room in the same condition in which it is found! The Association reserves the right to cancel this agreement without notice.**

13. The use of the sound system, air conditioning, lighting and other facilities is permitted, but the LICENSEE must supply their own consumable items such as paper cups, plates, coffee, cream, sugar and other such condiments.

14. LICENSEE shall be responsible for closing and locking all exit doors and turning off all electrical appliances, air conditioning, and fully securing the building before the last person leaves

15. LICENSEE shall pay to Punta Gorda-Port Charlotte-North Port Association of REALTORS®, Inc. **a security deposit of _____**. This security deposit will be refunded if the auditorium premises have been left in a satisfactory condition. If the premises have not been left in a satisfactory condition, the security deposit will be applied to repair damages and pay for custodial services with any balance being refunded to LICENSEE. The security deposit shall be paid on or before taking possession of the premises. The key(s) must be returned to the Association of REALTORS® Office during normal working hours (9:00 a.m-5:00 p.m.) immediately following the rental period. Failure to return key(s) will result in the entire security deposit being forfeited.

16. The LICENSEE is to reset the room in the general configuration of tables and chairs in which it was found.

17. Smoking or vapor cigarettes are **not** permitted in the building.

Dated this _____ day of _____, 2018. **I have read and understood the foregoing rental and release agreement.**

LICENSEE: _____

ADDRESS: _____

(941) _____

SIGNATURE: _____

TITLE _____

This is to acknowledge receipt of \$ _____ from LICENSEE for rental and \$ _____ for security deposit.

APPROVED:

PUNTA GORDA-PORT CHARLOTTE-NORTH PORT ASSOCIATION OF REALTORS®, Inc.

BY: _____ **DATE:** _____

ROOM RENTAL RATES
2018

Auditorium and Conference Room Rates

2018 Auditorium Rates

<u>Full Day</u> Over 4 hours	Entire Auditorium	\$300 + sales tax Security deposit \$300	Seats 120-140 people
<u>Half Day</u>	Entire Auditorium	\$150 + sales tax Security deposit \$175.00	Seats 120-140 people
<u>Full Day</u>	Half of Auditorium	\$125 + sales tax Security deposit \$137.50	Seats 45-60 people
<u>Half Day</u>	Half of Auditorium	\$87.50 + sales tax Security deposit \$87.50	Seats 45-60 people
Security Deposit for Meetings		\$100	
Security Deposit for Private Parties		\$500	
Cleaning		\$250	

2018 Conference Room Rates

Full Day	Conference Room	\$150.00 + sales tax Security deposit \$137.50	Seats 16 people
Half Day	Conference Room	\$75.00 + sales tax Security deposit \$87.50	Seats 16 people

No charge for REALTOR or Business Partners use of the building for education or sales meetings during regular business hours.

ROOM RENTAL CHECKLIST

Please note that the auditorium/conference room, hallway, kitchen and restrooms are to be left in the condition in which they are found. A condition of the room use is that the LICENSEE provides all supplies including trash bags, paper products, kitchen utensils, coffee, and cleaning supplies. Reasonable toilet paper and restroom paper towels and vacuum cleaner will be available.

THE Licensee IS RESPONSIBLE FOR CLEAN-UP

Here is a checklist to help you know what is expected in the way of clean up. Your return of deposit depends upon, but is not limited to, these things being completed:

1. Arrange tables and chairs as diagram indicates.
2. Wipe down all surfaces (tables, chairs, counters, appliances).
3. Vacuum floors.
4. Clean kitchen, if used, including sweeping the floor and mopping if necessary. Cleaning supplies will be provided. Do not use your own cleaning supplies.
5. Check restrooms - do not leave diapers in the bathroom, nor flush diapers, paper towels or feminine hygiene products down toilets.
6. Remove all trash and dispose of in dumpster at the rear of the building.
7. LICENSEE agrees to use provided recycling bins (blue) , please use & dispose of in recycling bin (county furnished bins) located by the dumpster.
8. Turn off coffee pot burners, AIR CONDITIONING, and lights.

Required for Room Rental (will be provided if the Association has On-Site)

Check all that Apply

- Easel
- Internet Connection
- LCD Projector
- Microphone
- Overhead Projector
- TV/VCR

GENERAL INFORMATION

-Any realtor can rent any of the available space at no charge if using the space for real estate education, real estate office meeting or other real estate programs.

-If a realtor is part of an organization, and wishes to rent space, there will be a charge for this rental. A realtor may rent the space for his/her organization; however, if the organization is a non-realtor organization, they will be charged the current rental fee for the rental.

-Any space can be rented, after checking with the Association, and the space is available and does not cause conflict.

- Any space rented must be returned in the condition it was at the time of the lease. If not, the cleaning charge will be used to accomplish this. If the cleaning charge is not used, it will be returned in full.

-Any space rented for a party (wedding, graduation, etc.) will have an additional damage charge added to the rental, over and above the normal charges and cleaning charge. This is due to prior history of damage. If there is no damage or cleaning necessary, the cleaning charge and damage charge will be returned.

-A lease must be completed and the person or organization signing the lease is totally responsible for all action and activities.

-Proof of liability insurance, if needed, will be provided prior to leasing showing current, adequate liability insurance to the lessee.

-Any additional liability insurance, or other insurance, permits or damages will be the sole responsibility of the person or organization signing the lease.