

SAMCAR Classroom/Boardroom Rental

ROOM RENTAL AGREEMENT

Rev. March 2016

RENTING ORGANIZATION ("RENTER")

Address (please include street address, P.O. box, city, state and zip)

CONTACT PERSON

Telephone

E-mail

RENTAL DATE(S) & TIME(S) ("RENTAL") Rentals are available 8:30 AM – 5 PM Monday through Friday, except Tuesday morning and holidays.

☐

Boardroom
Max. 25 persons.

☐

Classroom
Max. 86 persons.

☐ 50-seat Classroom Style w/ tables
☐ 80-seat Auditorium Style

☐

Full Day
More than 4 hours

☐

Half Day
4 hours or less

TERMS & CONDITIONS

By completing this Room Rental Agreement, the aforementioned "Renting Organization" (hereafter "Renter") is entering into a binding agreement with SAMCAR (hereafter "we" or "SAMCAR") to reserve classroom space for the exclusive use of the Renter for a period of specified date(s) and time(s) (hereafter "Rental") in exchange for a fee described in the SAMCAR Classroom Rental rate schedule (hereafter "rate schedule", available online at www.samcar.org/roomrental) or otherwise modified with discounts or prorations as will be described in written communication with the Renter if applicable. **RATES** Published rates described in the rate schedule apply only to current SAMCAR members. Priority space is given to Corporate Sponsors, then SAMCAR members. Non-member rentals are billed at the non-member rate. **PAYMENT** The Renter agrees to pay all invoices for the Rental. Payments may be made by Visa, Mastercard, American Express, or by checks payable to SAMCAR. **RENTAL RESERVATIONS** It is the responsibility of the Renter to complete this agreement form before a Rental reservation is scheduled on the SAMCAR calendar. **CANCELLATIONS** The Renter may cancel the room reservation with a minimum notice of one business day prior to the scheduled Rental. **DURING THE RENTAL** Rental of the SAMCAR classroom or boardroom are available Monday through Friday from 8:30 AM to 5 PM except for Tuesday mornings and holidays when the SAMCAR office is closed. The Renter is responsible for arriving on time to set up the classroom and greet guests. If any A/V equipment will be used during the Rental, the Renter must arrive at least 30 minutes prior to the Rental, or one business day before the Rental, to set up and test equipment. It is the responsibility of the Renter to test compatibility of electronic presentation(s) and equipment with SAMCAR A/V equipment before the Rental. **COFFEE SERVICE** Requests for coffee service during the Rental must be made with notice of one business day in advance of the Rental date. The rate for coffee service is an additional \$40 per 40-cup coffee urn. **CLEANING FEE** It is the responsibility of the Renter to leave the classroom clean after the Rental. A \$50 cleaning fee will be assessed if the room is not left clean after the Rental is completed. **ROOM CAPACITY** The posted room capacity for the SAMCAR classroom is 86 persons; the capacity for the boardroom is 25 persons (collectively "Capacity"). At no time during the Rental may the number of persons in the room exceed the Capacity, pursuant to *California Code of Regulations, Title 19, Division 1, §3.27 Overcrowding*. It is the responsibility of the Renter to assure that the room Capacity is not exceeded during the Rental.

Please sign and date below to verify that you have read, understand, and intend to honor these Terms & Conditions.

SIGNATURE

Date