

# LAGUNA HILLS/FOUNTAIN VALLEY TRAINING ROOM RENTAL AGREEMENT FORM



Must be a current Entity Member in good standing of OCR (Brokerage or Affiliate Firm) to enter this agreement

## EVENT INFORMATION

COMPANY/ORGANIZATION NAME: \_\_\_\_\_

BROKER/RESPONSIBLE MEMBER NAME: \_\_\_\_\_

ROOM/SPACE CODE: \_\_\_\_\_ DATE(S): \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FAX: \_\_\_\_\_ TIME: \_\_\_\_\_

## OFFICE SELECTION:

SPACE CODE	SPACE DESCRIPTION	LOCATION	SEATS Tables and Chairs	4 HOUR 9AM-1PM OR 2PM-6PM	8 HOUR 9AM-6PM	SAT. 2 HOUR 10AM-12PM	HOURLY	ASSISTANCE
LH-L	Full Room	Laguna Hills	82	\$300	\$600	\$200	\$80	\$50/Hour
LH-H	Half Room	Laguna Hills	46-52	\$200	\$400	\$130	\$60	
FV-L	Large Room	Fountain Valley	50	\$200	\$400	\$130	\$60	
FV-S	Small Room	Fountain Valley	16	\$100	\$200	\$110	\$50	

\*For an additional \$100 setup fee, Laguna Hills location setup can be done with chairs only to accommodate more seats

Payment is due in full at time of reservation. Rental fees are subject to sales tax and room availability

## RENTAL INCLUDES

- The room capacity is as shown above.
- Use of a microphone in our large rooms (not available in FV-S room)
- Use of a projector as well as a VGA or HDMI cable.

Note: OCR is not responsible for setting up or providing additional equipment. OCR does not provide or rent any equipment other than items mentioned above.

## AVAILABILITY

- Space will be available for booking no more than 30 days in advance on a first come, first serve basis.
- Space will be available during OCR business days only Monday through Friday (9AM – 6PM).
- Half day and hourly reservations are available from 9am to 1pm or from 2pm to 6pm.
- Full day reservations are available from 9am to 6pm.
- Saturday reservations are only available on Saturday when OCR is open for business, from 10am to 12pm.

## PERMITTED USE

- The Association space may be rented for Office Meeting use only. A member firm may host an internal meeting in the format of a seminar or training session as long as all attendees are employed by the firm and that it is very clear that OCR is not co-hosting or sponsoring the event. Space will be available during OCR business days only Monday through Friday (9AM – 6PM).
- An individual shall not rent the space to offer a seminar to OCR members.
- Rental request may be denied on the basis that it could be a conflict with OCR offerings.

## REQUIREMENTS

- Member Firm shall provide a certificate of insurance naming Orange County REALTORS as additional insured with Commercial General Liability Insurance covering Bodily Injury, Property Damage Liability and personal injury with limits not less than \$1,000,000 per occurrence, and \$2,000,000 general aggregate.

## ACCEPTABLE USE OF NAME

- Any member firm renting the Association space for any event is advised that the Association name may not be published in any promotional materials for the event. Only the address and general location may be used.

**LIABILITY ACKNOWLEDGEMENT** (please initial below to confirm that you have read and understand the following provisions)

\_\_\_\_\_ I am aware that I am responsible for any damages to the room, appliances, or equipment that might occur during my use of the Association's rented space.

\_\_\_\_\_ I understand that the space shall be returned to its original state at completion of my event. Failure to comply with this condition will result in an assessed \$50.00 or more clean-up fee.

\_\_\_\_\_ I understand that any cost for repairs from damage to the room, equipment or appliances is my responsibility.

\_\_\_\_\_ I agree not to hang or tape materials to the walls and doors.

**CANCELLATION POLICY**

\_\_\_\_\_ Reservations cancelled 4 days or more in advance will receive a full refund.

\_\_\_\_\_ Cancellations occurring 3 days or less in advance will be subject to 10% cancellation fee.

(\*IMPORTANT: Cancellation notice must be in writing. Fax to 949/586-3734 or email at [connor@ocrealtors.org](mailto:connor@ocrealtors.org))

**GENERAL RULES/POLICIES**

\_\_\_\_\_ All decorations, food cartons, wrappings, utensils and etc., must be removed. No decoration shall be taped to walls and surfaces.

\_\_\_\_\_ Excessive trash must be put in trash containers and taken to trash bin in the enclosed area in parking lot.

\_\_\_\_\_ A \$50 fee may be assessed if above rules are not respected and future booking requests could be denied.

**PAYMENT INFORMATION**

CHECK ENCLOSED  
(payable to Orange County REALTORS®)

-or-

AMEX

DISCOVER

MC

VISA

AMOUNT DUE: \_\_\_\_\_

CREDIT  
CARD #:

EXP.  
DATE:

/

SECURITY CODE  
(BACK OF CARD):

3 OR 4 DIGITS  
(AMEX ON FRONT)

COMPANY: \_\_\_\_\_

BILLING CONTACT: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_

**REQUIRED SIGNATURES**

I have read and agree to abide by the Association Rental policies and requirements outlined above

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SEND SIGNED CONTRACTS TO: **Association Laguna Hills Rooms: Connor O'Neill**  
25552 LA PAZ RD., LAGUNA HILLS, CA, 92653  
P. (949) 268-0434 • F. (949) 586-3734  
Email: [Connor@ocrealtors.org](mailto:Connor@ocrealtors.org)

**Association Fountain Valley Rooms: Michele Barrett**  
10540 TALBERT AVE. #225, FOUNTAIN VALLEY, CA 92708  
P. (714) 375-9313 • F. (714) 375-9322  
Email: [Michele@ocrealtors.org](mailto:Michele@ocrealtors.org)