



DAAR ROOM RENTAL OPPORTUNITIES



Are you looking for space for your upcoming corporate meeting, seminar or settlement? Then look no further for meeting or event space that is professional and affordable. Rely on the Dulles Area Association of REALTORS® (DAAR) for meeting or event space when you need it!

DAAR offers two classrooms (can be expanded into one large classroom), comfortable lounge area and 20-seat board room. Thoughtfully situated in the center of Ashburn with easy access to the Dulles Greenway and Route 7, our rooms have all the necessary meeting extras for you or your attendees. Audio/visual equipment consists of ceiling-mounted projectors and screens and the ability to plug in a laptop for a presentation.

Call us to view for your next business meeting or event!



RENTAL SPACE AGREEMENT

RULES AND REGULATIONS

Thank you for considering DAAR for your meeting. We trust you will find our space clean, convenient, and affordable. To guarantee a positive experience for you and our future customers, adherence to the following rules and regulations must be observed.

1. All requests must be submitted **no less than 30 days prior** to event by the Broker or Affiliate member of record for DAAR. Each event request requires approval by DAAR for usage of the space requested.
2. The CEO and Board of Directors reserve the right to refuse approval of use of the requested space if deemed it is not in the best interest of DAAR.
3. Applicant agrees that actions taken during the usage period are the responsibility of the individual, business or organization submitting the agreement.

4. Applicant agrees not to hold DAAR accountable in the event of an injury both personal and property that may occur in connection with use.
5. Applicant is liable for any damage done to the space during use and shall reimburse DAAR for costs of repair of damage.
6. Applicant agrees not exceed 100 occupants with tables, 150 occupants without, in the main classroom area at any one time and 25 occupants in the Board Room at any one time.
7. All usage spaces are non-smoking and non-alcoholic
8. Usage space is available 8am – 4pm Monday through Friday.
9. Applicant agrees to **leave the facility in the same condition** found:
 - Return tables, chairs, podium, etc... to original locations
 - Clean kitchen area and bathrooms
 - Haul garbage to the dumpster
 - All decorations, food, and other items brought in must be removed

Failure to comply with any of the items listed in (9) will result in forfeiture of the \$100 security deposit. Members who fail to comply with any of the items listed in (9) will be charged a \$50 clean up fee.

10. Applicant agrees that the kitchen usage is limited to applicant and/or assisting vendor. Kitchen is not to be utilized by attendees.
11. Applicant agrees not to hang or place objects on ceilings or walls and will not remove objects that are presently there.
12. Applicant agrees to pay ½ of the fees associated with usage of rental space up front at agreement signing. The remaining total will be paid **no later than 10 business days prior to rental.** It is mandatory that **all fees for usage be paid before an event/function, no exceptions made.** In order to receive a refund, all cancellations must be received 5 business days prior to the date of the event/function.
13. Applicant agrees to share these rules and regulations with any staff or vendor participating in the event/function, including caterers, administrators, instructors, etc.
14. Parking is limited to DAAR's parking lot. Attendees will not block streets or park in unauthorized areas.
15. Applicant agrees to replace any chairs (\$30) and/or tables (\$100) in the event there is any damage. Inventory will be taken before and after any event.
16. DAAR **will not provide** coping for applicant and/or vendor participating in the event. DAAR's workroom is for staff only.



Each room is equipped with the following AV equipment to rent:

- Projector
- Screen
- Wi-Fi
- Microphones

Conference Room equipped with the following AV equipment to rent:

- Projector
- Wi-Fi

Room	Classroom Seating	Up to 4 Hrs Rental	Full Day Rental	AV Equipment
Non-Member		Monday - Friday 8am - 4pm		
Conference Room	20	\$300	\$450	\$50
Classroom 1	50	\$300	\$450	\$50
Classroom 2	50	\$300	\$450	\$50
Large Room	100	\$450	\$550	\$50
DAAR Member (Realtors & Affiliates)		Monday - Friday 8am - 4pm		
Conference Room	20	\$150	\$225	\$50
Classroom 1	50	\$150	\$225	\$50
Classroom 2	50	\$150	\$225	\$50
Large Room	100	\$225	\$275	\$50
Member Sales Meetings		\$0	\$0	\$0

INDEMNITY AGREEMENT

THE UNDERSIGNED this date has entered into an Agreement with the Dulles Area Association of REALTORS® for use of the Education Center and/or Board Room located at 21720 Red Rum Drive, #177, Ashburn, VA 20147. In addition to acknowledgement and acceptance of rules, regulations and fee schedule concerning the use of the facility, the undersigned further agrees as follows:

Renter has read rules and regulations and agrees to comply:

It is an express condition of the use of the Education Center and/or Board Room that except when caused solely by its negligence, DAAR and its officers, directors, agents and employees shall be free from any and all claims, debts demands, liabilities or cause of action of every kind or character, whether in law or equity, by reason of any death, injury, or damage to any person or persons or damage or destruction of property or loss of use thereof, whether it be the person or property of the undersigned, its subsidiaries, agents or employees, or any third persons, from any cause or causes whatsoever arising from any event or occurrence in or upon the demised premises or any part thereof or otherwise arising from the undersigned's operations under and during the term of this Agreement; and the undersigned shall indemnify and save harmless DAAR and its officers, directors, agents and employees, against and from any and all such claims, demands, debts, liabilities and causes of action (including attorney fees and costs).

Applicant Name (Print)

Date

Applicant Signature

Staff/Witness Signature

Date

Please fill out the below form and check off all that apply.

APPLICATION

Event Date _____

TIME _____

Event Description _____

Check all that apply:

- Classroom 1 Large Room Non-Member
 Classroom 2 Conference Room DAAR Member
 AV Equipment Sales Meeting

\$ _____ Total Amount

Contact (Person Responsible) _____

Street Address _____

City _____

State _____

ZIP _____

(____)

Phone _____

Email _____

I have read the rules and regulations for using the facility and fully accept the terms of this Agreement and agree to abide by them and be financially responsible for any damage to furnishings, equipment or the facility by anyone associated by this use. A non-member security deposit of \$200 due at signing:

Cash _____ Check # _____ Visa MasterCard Amex

Card # _____ Exp Date ____/____/____

Name on Card _____

Applicant Signature _____

Date _____

Contact Information

TERESA KIRKHART, DIRECTOR
PROFESSIONAL DEVELOPMENT



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Dulles Area Association of REALTORS®

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