

# GSBOR Room Reservation & Agreement

Today's Date: \_\_\_\_\_

Time of Event: \_\_\_\_\_ until \_\_\_\_\_  
start time end time

Date of Event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Will coffee be needed for this event? Yes No  
(\$5 per pot to be paid on day of event)

Please briefly describe the class or event you are hosting:

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- The classroom may be reserved and used only by a dues-paying member of the Association.
- Use of the classroom must be scheduled no later than one (1) week in advance unless prior arrangements are made with the Board office. All scheduled meetings are subject to cancellation/rescheduling if the room is needed for a Board of MLS activity.
- The use of the classroom by an Association member must be for industry related activities.  
A \$150.00 wear-and-tear/replacement fine may be assessed if the classroom and/or equipment is not left in current working condition.
- Any repair cost for damage to building, property, and/or equipment will be paid by the Association member.
- Any need of staff member assistance must be made aware of in advance.  
(For example: equipment setup, table layout, etc.)
- If coffee is desired, cost will be \$5.00 per 8 cup pot with coffee, cups, cream, and sugar to be provided in cost. Please specify how many pots needed - \_\_\_\_\_. If any additional drink are taken from the classroom refrigerator there will be a bill sent for the cost of the items taken.
- Reserved parking is for staff use only. Members may park in lot. (Please let GSBOR staff know in advance if you are anticipating a large number of attendees so arrangements can be made.)
- Use of tobacco products inside the building is strictly prohibited. We have designated receptacles on the patio and by the staff entrance.
- No alcoholic beverages allowed without prior approval, and a third-party vendor must serve beverages.

**I HEREBY AGREE TO ABIDE BY ALL THE TERMS OF THIS AGREEMENT.**

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Association Member Name

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Company Name

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Date



\* Please return this form no later than three weeks from your requested reservation date.