

**AMARILLO ASSOCIATION OF REALTORS® , INC.**  
**AUDITORIUM RENTAL CHECK LIST**

To be completed with EVERY Auditorium rental

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Group Name/Contact Person

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Date/Times of Reservation

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**UPON ARRIVAL- please initial**

To be completed by AAOR Staff & Renter together

**UPON DEPARTURE – please initial**

Renter

AAOR Staff verifies

_____ Tables lined up	_____	_____
_____ Tables clean	_____	_____
_____ ___ Chairs per Table	_____	_____
_____ <b>Carpet clean – please check carefully</b>	_____	_____
_____ Trash cans empty	_____	_____
_____ Kitchen clean	_____	_____
_____ Bathroom trash empty	_____	_____
_____ Paper towels in bathroom	_____	_____
_____ Other: _____	_____	_____

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AAOR Staff Signature

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Renter's Signature

***When rental is complete, please complete this form and return it with the auditorium keys.***

***Please be aware that your deposit may not be returned  
unless the room is left in the same condition as you rented it..***

***Thank you for using the AAOR's Auditorium!***

04152014

**AMARILLO ASSOCIATION OF REALTORS® , INC.  
MAROLYN COMER AUDITORIUM RENTAL POLICIES**

It is the intent of these policies to establish guidelines and procedures for the use of the Amarillo Association of REALTORS® (AAOR) Marolyn Comer Auditorium. The responsibility for implementation of these policies and for the scheduling of the auditorium rests with the AAOR President/CEO or his/her designee. Information not covered in these policies may be addressed to the President/CEO or his/her designee.

General Guidelines

A. The Marolyn Comer Auditorium may be rented at the discretion of the President/CEO or his/her designee.

B. **AUDITORIUM FEES:**

**Rental fees:**

Four hours or less: \$80.00 for less than four hours in one day on Monday, Tuesday, Wednesday, Thursday or Friday (Friday is just through 5 p.m.)

More than four hours in same day: \$150.00 for more than four hours in the same day on Monday, Tuesday, Wednesday, Thursday or Friday (Friday is just through 5 p.m.)

Week-end: \$250 for both Saturday and Sunday.

Rental fee is to be paid at the time the auditorium is reserved. **Please be aware that your rental fee payment will be deposited in the AAOR's bank account at the time the auditorium is reserved.**

REALTORS® receive a 25% discount and the REALTOR® must be present when the auditorium is in use.

If an organization requires the use of the AAOR's computer projectors, the rental fee will increase to \$110 for less than four hours in the same day, \$210 for more than four hours in the same day, or \$310 for a week-end rental.

**Failure to pick up key during regular AAOR business hours:** An additional fee of \$30.00 will be assessed if the key to the auditorium is not picked up during regular business hours of the AAOR. For after hours key pick up, please call 806 676 0250.

**Deposit(s):**

**A deposit in the amount of the auditorium rental fee is required to be paid when the key for the auditorium is picked up. The deposit must be paid in cash.** The deposit check will be mailed to the auditorium renter within three working days after the room rental provided the auditorium is left in its original condition and all trash has been removed.

**Failure to remove any trash generated from use of the auditorium will result in a \$30.00 trash removal fee deduction from the deposit.**

**Failure to return the key the next business day will result in a \$15 deduction from the deposit. Should the key not be returned within 2 business days of the event, the entire deposit fee will be forfeited.**

**In addition, carpet will be inspected on the next business day after the rental and any staining of or damage to the carpet will result in the actual cost of the carpet tiles being deducted from the deposit.**

**Forfeiture of Room Rental Fee:**

**Any organization canceling their meeting date will forfeit 50% of their room rental unless the cancellation occurs less than two weeks before the event, then 100% of the organization's room rental will be forfeited.**

- C. Use of the Auditorium does not constitute the AAOR's endorsement of viewpoints expressed by participants in the program. No advertisement or announcement implying such endorsement will be permitted.

**Any advertisement indicating the location of the program as the AAOR MUST use the following language:**

**5601 Enterprise Circle  
(Amarillo Association of REALTORS® Building  
– Marolyn Comer Auditorium)**

- D. The AAOR's needs will pre-empt any other scheduled event.

**Rules for Use**

- E. **Reservations** – Requests for use of the Auditorium must be made in writing on a form provided by the AAOR. Requests will be honored on a first come-first served basis. For groups/individuals calling to check on dates of availability, the date of interest will be held for three working days.

Should the group/individual not submit paperwork and the room rental within the three working days, the date of interest will no longer be held for that group/individual.

Organizations meeting on a repeating basis cannot reserve the auditorium for more than 180 days in advance.

No group may assign its reservation to another group.

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

Permission to use the Auditorium may be withheld from groups damaging the auditorium, carpet, equipment or furniture, or causing a disturbance, or any other failure to comply with the rules and regulations.

#### **F. Care of Facilities**

Groups may rearrange tables and chairs to suit their needs, but tables and chairs must be returned to their original set-up prior to leaving.

Attendance at meetings must be limited to the capacity of the Auditorium - 186 persons. Seating in the gallery area is prohibited.

Open aisles must be maintained within a seating arrangement to provide clear access to the exits.

Mini-blinds must be left up on at least two of the three south exits to maintain clear access to exits in case of fire.

Equipment, supplies, or personal effects cannot be stored or left in the Auditorium before or after use.

Group activities involving more than normal wear and tear on Auditorium are not permitted. An example: classes involving paints or other staining materials.

Thermostats must be re-set to 72 in Summer and 65 in Winter.

The AAOR reserves the right to discontinue the use of the auditorium by any group which disturbs the usual regulations and procedures of the AAOR or creates a nuisance.

**Banners, paper, etc. may NOT be taped to the walls. Please use the map rail and push pins only. Non-compliance with this section will result in a loss of the organization's deposit plus the actual cost of repairs to the walls.** Decorations, posters, etc. may only be hung from the map rail. DO NOT HANG ITEMS FROM THE CEILING TILES OR GRIDS.

Any glitter, confetti, and like items must be vacuumed up prior to departure by the group.

#### G. **Serving of Food:**

Food may be served in the Auditorium provided the AAOR is given prior notice on the Auditorium Rental Request Form.

Simple refreshments (coffee, soft drinks, cookies, doughnuts, etc.) may be served without prior approval.

No meals may be cooked on the premises.

Cups, napkins, cleaning supplies, etc. must be furnished by the user organization. Any items stored in the cabinets are for AAOR use only.

Kitchen must be left clean and in good order.

**NO ALCOHOLIC BEVERAGES MAY BE SERVED – there are no exceptions to this rule. If a group violates this rule, they will be asked to leave the premises immediately and their deposit will be forfeited.**

Event date: \_\_\_\_\_ Approved by: \_\_\_\_\_

## AAOR Auditorium Rental Worksheet

(REMINDER: Room Rental fee must be paid at time auditorium is reserved)

Event Times: \_\_\_\_\_ to \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Organization's Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Cell Number or Other Number: \_\_\_\_\_

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Date form received: \_\_\_\_\_

Date Rental Fee received: \_\_\_\_\_

Amount received & how paid: \_\_\_\_\_

Date given to bookkeeper: \_\_\_\_\_

\*\*\*\*\*

Key picked up by: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ Key Letter: \_\_\_\_\_

\_\_\_\_\_ (Staff initials) Staff reviewed the carpet with the renter (checking for damages), alignment of tables, trash can liners, dumpster, etc.

Date deposit paid: \_\_\_\_\_

Amount received & how paid: \_\_\_\_\_ Date given to Bookkeeper: \_\_\_\_\_

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Date key returned: \_\_\_\_\_ Trash removed: Yes No

Carpet in same condition as when it was rented: Yes No

(Give copy of this form to bookkeeper so a refund, if applicable, can be sent)

Amount of deposit refunded: \_\_\_\_\_

(Deposit minus any trash removal fee or damages fee)

Date deposit refund sent/Check #: \_\_\_\_\_

Comments, if any: \_\_\_\_\_

\_\_\_\_\_

## PROCESS TO BE USED FOR AUDITORIUM RENTALS:

Check date and time

If available, pencil in the group and the time needed. Inform the group representative that we will hold the date for three (3) working days. The room rental fee and the rental form must be returned to the Association office within those four days to secure the auditorium. **If a group is using the room and there will not be an auditorium rental fee charged, a Rental Request Form must still be completed by the group. *This is to insure that the room will not be double-booked. When sending the Auditorium Rental Information, cross through the information about the deposits due.***

Once rental fee has been received, record the amount and date received on their Rental Request Form and give rental fee to the bookkeeper.

\* \* \* \* \*

On the day of the auditorium rental, check the room, empty trash cans, and complete the Auditorium Rental Check List. Check the restrooms to be certain there are adequate supplies of toilet tissue, paper towels, and soap. **Check the carpet for stains with the renter.**

Have the group representative sign for the key and collect the room deposit.

Show the group representative where to drop the key off, how to use the heating/air conditioning controls and where the rest rooms are. **Check the carpet for stains with the renter.**

**Give them a copy of the Auditorium Rental Check List. Ask that they complete the Check List at the end of their rental and return it with the key to auditorium.**

\* \* \* \* \*

**After the group has returned the key, use the Auditorium Check List to determine the condition of the room.**

Complete the "For Office Use Only" portion of the Auditorium Request Form concerning the Deposit and give a copy of the form to the bookkeeper if a deposit is to be returned. (If you determine that a deposit should not be returned, please let Denise know.)

**AMARILLO ASSOCIATION OF REALTORS® , INC.  
MAROLYN COMER AUDITORIUM RENTAL REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_

**(REMINDER: A deposit equal to the room rental rate for each date requested in a thirty day period must be submitted with this form.)**

MEETING TIMES: \_\_\_\_\_ to \_\_\_\_\_

ORGANIZATION'S NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

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

*(List the address you'd like your deposit mailed)*

DAYTIME PHONE NUMBER: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

IS FOOD BEING SERVED? \_\_\_\_\_ If yes, type of food: \_\_\_\_\_

**Please initial:**

\_\_\_\_\_ I have received, read and understand the policies on renting the Amarillo Association of REALTORS® Marolyn Comer Auditorium.

\_\_\_\_\_ I understand the following policies concerning the room rental fee, deposit, and cancellations and that my room rental fee check/credit card will be processed. [Deposit(s): A deposit for each date requested in a thirty day period is required to be submitted when the key to the auditorium is picked up. The deposit amount for each date requested is the same as the rental rate for each date requested. After use of the room, the deposit for that date will be refunded within three working days, provided the auditorium was left exactly as it was prior to rental.

**Forfeiture of Room Rental Fee: Any organization canceling their meeting date will forfeit 50% of their Room Rental Fee unless the cancellation occurs less than two weeks before the event, then 100% of the organization's Room Rental Fee will be forfeited.]**

**\_\_\_\_\_ No alcoholic beverages will be served**



**\_\_\_\_\_ I will check the carpet for stains/damages when I pick up the key for my rental.**

\_\_\_\_\_ \$30.00 will be deducted from my deposit if my group should fail to remove any trash generated from our meeting.

**If a REALTOR® and receiving the 25% discount, please initial:**

\_\_\_\_\_ I will be present 100% of the time the Auditorium is being occupied.

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date signed

**Please return this form and your deposit check to:**

Attn: Auditorium Rental Coordinator  
Amarillo Association of REALTORS®, Inc.  
5601 Enterprise Circle  
Amarillo, TX 79106

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