

Metro South Association of REALTORS® Education Foundation, Inc.  
Facility Rental Policy – Effective 4/10/2025

**Available Facilities**

Room	Classroom	Conference Room
Capacity	108 Guests	30 Guests
Dimensions	1544 Sq. Ft. 31.5' X 49'	444 Sq. Ft. 18.5' X 24'
Notes	Great for classes, presentations, receptions, and parties.	Great for smaller meetings and more intimate settings.
	Can be separated into two smaller rooms via partition with door.	Includes access to (2) 50" monitors: (1 wall-mounted and 1 on wheels)
	Includes access to projector, screen, and audio equipment.	Includes access to conference camera and speaker combo.
<b>MSAR Member Pricing</b>		
Weekdays Monday - Friday 8:00am - 4:00pm	<b>\$50</b> per 4-hour block	<b>\$25</b> per 4-hour block
Week Nights Monday - Friday 4:00pm - 10:00pm	<b>\$75</b> per 3-hour block	<b>\$50</b> per 3-hour block
Saturday 8:00am - 4:00pm	<b>\$100</b> per 4-hour block	<b>\$75</b> per 4-hour block
Saturday Nights 4:00pm - 11:00pm	<b>Unavailable</b>	<b>Unavailable</b>
<b>Non-Member Pricing</b>		
Weekdays Monday - Friday 8:00am - 4:00pm	<b>\$100</b> per 4-hour block	<b>\$50</b> per 4-hour block
Week Nights Monday - Friday 4:00pm - 10:00pm	<b>\$200</b> per 3-hour block	<b>\$75</b> per 3-hour block
Saturday 8:00am - 4:00pm	<b>\$300</b> per 4-hour block	<b>\$100</b> per 4-hour block
Saturday Nights 4:00pm - 10:00pm	<b>Unavailable</b>	<b>Unavailable</b>

## **Introduction**

The Metro South Association of REALTORS® Education Foundation, Inc. (hereinafter referred to as the “Foundation” or “Lessor”) is pleased to provide our facilities available to members of the Metro South Association of REALTORS®, Inc. (hereinafter referred to as “MSAR”) and the general public for daily rentals, subject to the terms and conditions set forth in this Facility Rental Policy, hereinafter referred to as the “Policy.” The Foundation’s facility rental is managed by MSAR staff. All persons or entities renting a facility from the Foundation shall hereinafter be referred to as “Lessee.”

## **Pricing**

- All daytime pricing will be in 4-hour increments, or “blocks.”
- All nighttime pricing, except Saturday, will be in 3-hour increments, or “blocks.”
- No more than 2 room rentals per day shall be granted.
- If there are 2 room rentals on the same calendar day, a minimum 2-hour window between those events is required.
- All facility rental availability is granted at MSAR’s sole discretion.
- All MSAR members shall receive discounted pricing as a benefit to membership.
- Access to MSAR’s available audio-visual equipment is included at no extra cost with all rentals.
- Access to restrooms, MSAR’s mini kitchen, and refrigerator are included with all rentals.
- Payment shall be made in full to secure all facility rentals at the time of booking.

## **Facility Rules**

- All lessees will be responsible for cleaning up any trash or debris accumulated during the room rental. All trash must be bagged and placed in the designated receptacle. All boxes must be broken down.
- Facility must be swept, as necessary, after every rental.
- Any excessive spills or soils must be cleaned up by the lessee.
- The facility should be returned in like or better condition than when the rental began.
- A member of MSAR staff, officer, or director will be present at all times for any facility rentals.
- No open flame shall be permitted in the facility.
- No nails, screws, tacks, or pushpins shall be driven into any surface within the facilities.
- No access will be given to any other private offices, reception area, or storage areas with the facilities.

## **Advertising Policy**

- All events that are not sponsored or endorsed by MSAR or the Foundation shall be considered “private events” for the purposes of this policy.
- The lessee shall be prohibited from advertising any private event held at the Foundation’s facilities in such a way that indicates MSAR or the Foundation sponsors, supports, endorses, or co-hosts the event.
- The lessee shall be prohibited from advertising any event held at the Foundation’s facilities in such a way that indicates MSAR or the Foundation sponsors, supports, or endorses any other organization, its goals, purposes, or product(s), unless express written consent is provided by MSAR or the Foundation.
- The lessee shall display the following disclaimer on ALL marketing and advertising for any event held in the Foundation’s facilities:
  - ***“This event, its organizer, and the products, services, or messaging presented at this event are not endorsed, supported, or sponsored by Metro South Association of REALTORS®.”***
- Failure to comply with any terms outlined in this Policy may result in the lessee’s event being cancelled WITHOUT refund and prohibited from renting from the Foundation’s facilities in the future.

## **Indemnification**

Lessee will defend at the Lessee’s sole expense, indemnify, and hold harmless Lessor, its officials, employees, agents, representatives, and assigns from and against any and all liability damages, losses, expenses, claims, demands, suits, actions, judgements, bodily injuries or sicknesses to any person, or damage, destruction, or loss of use of any property arising out of or related to the services provided by the Lessee and/or to the extent caused by the Lessee’s negligence or willful misconduct, or that of any employee, agent, or guest of Lessee. This indemnification obligation includes paying Lessor’s attorney’s fees and costs in defending or responding to any such claim, demand, suit, action, judgment, etc.