



## GNIAR REALTOR® & Affiliate Member Classroom Lease Application Form

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 Telephone 219-795-3600 ♦ Fax 219-795-3611

Contact: Director of Communications & Professional Development Sara Perazzolo ♦ email: sara@gniar.com

**GNIAR REALTOR® Firm**

**GNIAR Affiliate Member**

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Contact's Work Telephone: \_\_\_\_\_ Cell or Alternate #: \_\_\_\_\_

Contact's email address: \_\_\_\_\_

### Classroom Use

- ♦ Seats 55 people
- ♦ projection screen, projector, and wireless access

**Cost:** Twenty-five dollars (\$25.00) an hour minimum of 2 hours of use

Name of Lessee: \_\_\_\_\_ Purpose of Use: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Will there be a charge to your attendees? YES or NO? \_\_\_\_\_

Possible Date(s) Requested: \_\_\_\_\_

Time Frame Requested: (2-hour minimum) \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM (circle AM or PM for times requested)

Is food being delivered for this event? YES or NO \_\_\_\_\_ (If yes, refer to Leasing Policy - Section 6 Items A. and B.)

Beverage Service Requested? YES or NO  Yes  No (If no, refer to Leasing Policy - Section 6 Item D.)

Beverages	Cost	Quantity	Total Amount
1 Regular Coffee Carafe (Serves 5)	\$5.00 each		
1 Decaf Coffee Carafe (Serves 5)	\$5.00 each		

**TOTAL ALL CHARGES: \$** \_\_\_\_\_

I, as Lessee, agree that the above statements are true and I agree that I have read, understood and will honor the attached Classroom Leasing Policy of the Greater Northwest Indiana Association of REALTORS®, which is a part of this application. In addition, by signing this agreement I agree the event being held at GNIAR's facility is not in conjunction with GNIAR and any communications advertising the event will contain the following disclaimer:

"This event is sponsored by \_\_\_\_\_. The use of the Greater Northwest Indiana Association of REALTORS® conference room for this event does not constitute an endorsement by the Association."

*\*If found in violation and not updated within reasonable time after being notified, GNIAR has the right to cancel the reservation.*

Accepted by: \_\_\_\_\_

Print Name of Lessee

Signature

Date