

The REALTOR® Building

Facility Rental Policy

141 DeBuys Road Gulfport, MS 39507

Telephone: (228) 896-3122

Conditions For Rental:

1. The individual or entity who signs the Lease Agreement (the Lessee) will defend, indemnify, and hold harmless the MS Gulf Coast Multiple Listing Service, Inc. and the Gulf Coast Association of REALTORS®, Inc. for any claim arising out of the Lessee rental agreement of the property, including liability arising from acts of the Lessee's guests or other persons on the premises during the rental period.
2. The Lessee will provide proof of liability insurance with a minimum of \$1,000,000 in coverage (whether it be an existing policy which will cover the event or a special policy issued to cover that specific function for which the premises is being used).
3. The Lessee or a representative of their company must attend the event for which the facility is leased and must be physically present during the entire duration of the event.
4. The Lessee will be responsible for the acts of all persons attending the event for which the facility is rented.
5. Events must be scheduled Monday through Friday between 8:00 a.m. and 10:00 p.m. (The facility must be vacated no later than 10:30 p.m. Any Lessee that violates the schedule agreement will forfeit their deposit.)
6. The Lessee must be a member of the Gulf Coast Association of REALTORS®, and event must be a real estate related function.

Cancellation Policy:

1. Management has the right to cancel any scheduled meeting with a thirty (30) day notice or in the event of emergency situations that require closure of the REALTOR® Building.
2. The Lessee may cancel their online booking within 48 hours prior to the scheduled lease date for a full refund. Cancellation without a 48 hour notice will result in the total amount of rent being owed.

Limitations:

1. Management reserves the right to refuse to lease the facility to any group that is disorderly or violates the terms of this agreement.
2. The fact that a group is permitted to meet at the REALTOR® Building, does not in any way constitute an endorsement of the group's policies or beliefs by the Local Association, Mississippi Association or National Association of REALTORS®.
3. Illegal drugs, firearms, use of tobacco indoors, and animals (except certified service animals) are prohibited on the premises.

Rental Details: (1 Day)

Room:

<input type="checkbox"/> Oak Training Room (Capacity 100).....	\$200.00
<input type="checkbox"/> Magnolia Meeting Room (Capacity 72).....	\$150.00
<input type="checkbox"/> Board Room (Capacity 14).....	\$100.00

Room Add Ons:

<input type="checkbox"/> Catering Kitchen (Prep & Serving Only).....	\$100.00
<input type="checkbox"/> Full Kitchen (Full Cooking Capabilities).....	\$100.00

Refreshment Add Ons:

<input type="checkbox"/> Coffee Service (Cups, Creamer, Sugar Included).....	\$25.00
--	---------

1. A damage deposit in the amount of \$200.00 is required at the time the rental agreement is signed and will be refunded to Lessee in full provided the facility is left in a suitable condition acceptable to Lessor as outlined in this rental agreement.
2. Tables, chairs, microphone, and overhead projector / display monitors are provided at no additional charges. Facility management will instruct on the use of all equipment on day of event during normal business hours.
3. Lessee may set up room themselves at no charge on day of event, however, the room must be left as it was unless otherwise authorized by management. (The use of tape, glue, tacks, screws, or any items that will leave a residue or cause permanent damage to walls, furniture or equipment are prohibited)

Facility Access:

1. During normal business hours, the Lessee will enter through the Main Entrance and check in at the front desk. Management will open the necessary entrances based on rooms rented.
2. After hours, the Lessee will contact building management at the number provided to electronically gain access to the facility via the Oak Room Entrance.
3. Lessee is responsible for locking all room entrances upon completion of event.
4. Lessee and attendees will have access to only the rooms that have been rented, to main hall, and to public restrooms. Access to staff office area of the facility shall only be available for conducting necessary business and only during normal business hours. Access to other areas of the facility not rented is prohibited.
5. The Lessor reserves the right to enter the premises or the event at any time for any reason so long as it does not interfere with the ongoing event.

Room Clean Up:

1. The Lessee shall be responsible for the following:
 - A) Removing all decorations (including confetti, wax, etc. on tables or floors).
 - B) Cleaning all the tables, chairs, walls and floors, and returning all chairs and tables to their original location. (Cleaning products are available from facility management).
 - C) Removing all food items from refrigerator and removing any other food preparation items and waste brought into the facility by the Lessee.
 - D) Pick-up all trash and litter from parking lot and grounds.
 - E) All trash shall be bagged and placed in dumpster at rear of parking lot.

Release and Indemnification

As part of the consideration for the MS Gulf Coast Multiple Listing Service, Inc. (Hereinafter called MGCMLS) permitting the undersigned organization or entity (hereinafter called Sponsor) to utilize MGCMLS premises described above in order to conduct the above-described event on or about the specified date, the sponsor does hereby release, acquit, and forever discharge MGCMLS (including all MGCMLS affiliated and subsidiary corporations and entities) and all offices, directors, employees there of harmless from any and all claims, demands, actions, causes of action, damages, costs, loss of services, expenses, and attorney's fees which MGCMLS might incur on account of or in any way arising from any injury to person or damage or theft to property or vehicles on property resulting from use by the Sponsor of the MGCMLS premises described above.