

Conference Room Rental Agreement

2501 N. 4th St. Flagstaff, Az, 86004

This Agreement between _____ and Oravits and Jacobson Properties, LLC defines the terms and conditions for rental of the meeting room

The following terms and conditions apply to all room rentals:

1. Rental of the conference room will be on a first come, first served basis. Chamber meetings take priority.
2. Meetings may not be scheduled more than 3 month in advance.
3. The conference room are for business related purposes only. No personal events are to be scheduled for the conference room .
4. The Meeting rooms are set up with tables and chairs. Should Renters require a different set-up, the renting party will be responsible for the rental of additional chairs or tables as required. The Renter will be responsible for the removal of the rented equipment and the return of the room to its normal condition.
5. Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the staff immediately. Room Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
6. The Room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. Waste cans should be emptied in the dumpster at rear of building. All chairs and tables should be placed back in their original position.
7. Smoking is not permitted in the building.
8. The conference room shall not be used for any fraudulent purpose.
9. It is understood, that Oravits and Jacobson Properties, LLC is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold Oravits and Jacobson Properties, LLC, harmless of any such damages.

10. Conditions of Use. Renter's activities during the Rental Period must be compatible with use of the building and activities in areas adjacent to the Rental Space and building. This includes but is not limited to playing music or making any noise at a level that is reasonable under the circumstances. Smoking is not permitted anywhere in the building by local ordinance. The Rental Space must be cleaned and returned to Drachen in the condition it was in prior to the rental. Oravits and Jacobson Properties, LLC may deduct charges for cleaning from the deposit for Renter's failure to do so.

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11. Signs and Decorations. Signs may not be posted outside of the meeting room except one sign may be placed on the front door directing Renter's guests to the second floor. Use of glitter, sparkles, rice, birdseed, or similar material is not allowed. The use of fire or open flame of any kind, fireworks of any kind, or any toxic or noxious material is strictly prohibited. Signs or decorations may be affixed to any surface only if such affixation will not mar, deface or leave a mark on the surface when removed. NO PENETRATION OF ANY SURFACE. Only tape made specifically for painted walls may be used. All tape, wire, or other items used for decorations must be completely removed after the event. Any other decoration, signage, or construction must be pre-approved by Oravits and Jacobson Properties, LLC.

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12. Damages. Renter is responsible for any loss or damage to the Rental Space, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Deposits may be used to offset the costs of such damages. Renters agrees and acknowledges that Renter's liability for loss or damages is not limited to the amount of the deposits received by Oravits and Jacobson Properties, LLC.

---Following evaluation of the condition of the property after the rental period by Oravits and Jacobson Properties, LLC staff, deposits will be refunded within 20 business days less any amount used to offset cleaning charges or damages as set forth below. Deposits for rental periods which are cancelled more than 30 days before the rental period will be refunded less a \$50.00 handling fee. Deposits for rental periods which are canceled less than 30 days prior to the rental period will be forfeited.

----Reservation of Rights. Oravits and Jacobson Properties, LLC reserves the right to cancel agreements for non-payment or for non-compliance with any of the rules, terms and conditions set forth in this Agreement. Oravits and Jacobson Properties, LLC reserves the right to require proof of insurance from Renter as a condition to entering this Agreement.

---- LIMITATION OF LIABILITY. Oravits and Jacobson Properties, LLC LIABILITY TO RENTER FOR DAMAGES ARISING FROM RENTAL OR USE OF THE ACTIVITY AND MEETING ROOM SPACE FOR ANY REASON AND UNDER ANY THOERY OF LAW WHATSOEVER IS LIMITED TO THE TOTAL AMOUNT PAID BY RENTER TO DRACHEN IN RENTAL FEES AND DEPOSITS.

Oravits and Jacobson Properties, LLC will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond Drachen's control.

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--- Renter's Property. Oravits and Jacobson Properties, LLC is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the Rental period. Renter, and Renter's guests as Renter's permitted invitees, RELEASE Oravits and Jacobson Properties, LLC FROM ANY AND ALL LIABILITY FOR LOSS OR DAMAGES to such property.

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---- Liability for Guests. Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter's guests during the Rental Period, and at any other time such guest is on or around the Rental Space as a result of Renter's use of the Rental Space. Oravits and Jacobson Properties, LLC will not be liable for the safety of Renter's guests.

RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS Oravits and Jacobson Properties, LLC FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER'S GUESTS DURING THE RENTAL PERIOD.

PRINT RENTER NAME: _____

SIGN RENTER NAME: _____

Date: _____