



Barbara C. MacManus Professional Development Center Room Rental Agreement

This agreement is executed on _____, between _____ and the San Antonio Apartment Association, Inc. (SAAA).

This agreement is to allow you to use the Barbara C. MacManus Professional Development Center, located at 7525 Babcock Road, San Antonio, TX 78249 on _____.

The hours of operation are 9:00 a.m. to 5:00 p.m., Monday through Friday.

For the use of the facility, you agree to pay SAAA the amount of \$ _____. All events at the Barbara C. MacManus Professional Development Center must be guaranteed with a major credit card (*please complete the attached credit card authorization form*). SAAA reserves the right to require a 50% deposit of the total estimated charges at the time of room/s confirmation to accompany this signed agreement. All deposits are non-refundable.

Payment is to be made in full, by check or credit card, prior to or on the date of the contracted space. An invoice will be presented prior to the conclusion of the rental period and payment is required at that time. SAAA reserves the right to charge outstanding balances, or any fees assessed to the credit card provided for the rental space guarantee deposit.

You agree to follow all rules and regulations established by the SAAA with respect to usage of the facility. You may use the facility solely for private training or meetings with the employees of only one management company at a time. You may not charge any fee for the training or meeting. The facility is to be left in the same condition as when the rental period began; if it is not, a clean up fee, actual repair and/or replacement cost will be assessed.

You acknowledge and agree that audio visual equipment or other property on the Premises during the rental period is the property of the SAAA. You agree to financial responsibility for any damage that occurs to the equipment or property during your rental period. Audio Visual equipment is available for use at rates per attached schedule. If you choose not to use the SAAA audio visual equipment, but assistance from the SAAA staff is needed with setup of your own equipment, a \$50 fee will be assessed.

The SAAA requests that you refrain from using scotch tape, nails, pushpins, or other damaging fasteners to hang signs or other materials on the walls. Liability for damage to the premises and their contents will be charged at actual repair or replacement cost.

Outside food and/or drinks are permitted to be brought into the Barbara C. MacManus Professional Development Center require prior approval. Alcoholic beverages, cooking and using heat sources for food preparation are prohibited. You agree to properly dispose of and clean up food or drinks served by you during the rental period. Spills and stains must be promptly cleaned.

The SAAA is not responsible for equipment and/or personal belongings left at the Professional Development Center, or other locations within the SAAA building.

Smoking is not permitted in the SAAA Building and is allowed only in the designated areas located outside of the building.

Parking spaces are limited; carpooling is recommended for groups over 40. Parking on the street is at your own risk.

You acknowledge and agree that the SAAA is not liable for injury, damage or loss to any person or property caused by any other person, including but not limited to, theft, burglary, trespass, assault, vandalism, or any other crime. You further agree that the SAAA shall not be responsible for any loss or damage to you, your guests, or any other persons who use the facility pursuant to this agreement. You further acknowledge that the SAAA is not liable for injury, damage or loss to any person or property on account of fire, flood, water leak, rain, snow, hail, ice, smoke, lightning, wind, explosion, interruption of utilities or any other occurrence. The SAAA makes no representations that any effort on SAAA's part will increase security or decrease the likelihood of assault, theft, or illegal entry upon the Premises.

You agree that if you fail to comply with any provision of the agreement, you shall be deemed in default. If you are in default of the agreement, you further agree to indemnify the SAAA for any damages suffered as a result of your default, including, but not limited to, reasonable attorney's fees and any other costs that the SAAA incurs as a result of your default.

You may cancel this agreement up to 48 hours prior to the first day of the rental period. If you cancel after 48 hours prior to the first day of the rental period, you will be charged 50% of your rental fee.

“SAAA”

By: San Antonio Apartment Association, Inc.

“MEMBER”

Company: _____

Name: _____ **Title:** _____

Date: _____ **Contact Number:** _____

Signature: _____

Please email this signed agreement, along with the credit card authorization form and event order form to tracy@saaaonline.org.