



# Community Room Application

Fresno Association of REALTORS®

40298 Junction Drive Suite B, Oakhurst, CA 93644

Phone: 559-490-6400 Fax: 559-490-6464 Email: [evan@fresnorealtors.com](mailto:evan@fresnorealtors.com)

Date \_\_\_\_\_

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

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email

## RULES & GUIDELINES

1. In order to confirm event space, patron must provide a refundable security deposit of \$125.00 with an authorized signature to guarantee space. Community Room rental payment is due in full 10 (ten) days before event.
2. All food and beverages must be prepared off premises. Patron may use facilities for warming only.
3. Patron will provide all serving and eating utensils, drink coolers, and trash bags.
4. Number of attendees must not exceed 100 (one hundred).
5. Decorations are limited to table decorations only.
6. Patron will provide proof of liability insurance during usage of Community Room.
7. Community Room must be cleaned and all trash and utensils removed from premises to receive security/cleaning deposit.
8. Patrons will park in specified parking areas and enter through the Community Room entrance, at back of building.
9. Patron is responsible for any damages that may occur while using the facilities.
10. Patron will not hold the Fresno Association of REALTORS®, building owner(s), any association members, or volunteers responsible for any personal injuries that may occur during patron's use of the facility.
11. Cancellation of reservation must be made 5 (five) days prior to the event for reimbursement of rental fee only.
12. Community Room shall not be used for any unlawful purpose. Fresno Association of REALTORS® reserves the right to refuse any and all Applications of any organization or individual for rental of the Community Room and/or its use, its program or content.
13. Fee is \$150.00 for 6 (six) hours and \$35.00 for each additional hour thereafter, Monday-Friday between 8am-5pm.
14. Fee is \$250.00 for 6 (six) hours and \$50.00 for each additional hour thereafter, after 5pm weekdays and all day Saturday and Sunday.

I understand all rules and guidelines stated above and will adhere to said rules and guidelines.

\_\_\_\_\_  
Authorized Signature

Date of Event **During Business Hours:** \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(Includes setup and cleanup)

6 hr Room Rental: \$150.00 \$ \_\_\_\_\_ Additional Hours: \_\_\_\_ hrs x \$35.00=\$ \_\_\_\_\_ Deposit: \$125.00 **TOTAL: \$** \_\_\_\_\_

Date of Event **Outside Business Hours:** \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(Includes setup and cleanup)

6 hr Room Rental: \$250.00 \$ \_\_\_\_\_ Additional Hours: \_\_\_\_ hrs x \$50.00=\$ \_\_\_\_\_ Deposit: \$125.00 **TOTAL: \$** \_\_\_\_\_

## PAYMENT

Deposit can be paid as a separate check or card will be run if deemed necessary.

Type of Card: VISA                      MASTERCARD                      AMEX                      DISCOVER

Account Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

Name on Card: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_