



Facility Availability: The room is generally available Monday-Thursday, 9:00 a.m.-4:00 p.m., subject to NCCBOR classes, meetings, and other scheduled activities. Please inquire to confirm availability. A reservation is not confirmed until NCCBOR receives the completed agreement and valid payment information. NCCBOR reserves the right to refuse any booking.

RENTAL FEES & MEMBERSHIP STATUS

Rental Type	Fee	Select One
NCCBOR Member Rental	\$220.00	☐ Member
Nonmember Rental	\$350.00	☐ Nonmember

Coffee/tea service: ☐ Requested ☐ Not requested (No charge for NCCBOR members; \$100.00 for nonmembers.)

RESERVATION INFORMATION

Firm / Organization Name: _____

Street Address: _____

City / State / ZIP: _____

Member Name (if applicable): _____ **Member ID (if known):** _____

Primary Contact Person: _____ **Primary Contact Phone:** _____

Primary Contact Email: _____

Onsite Contact Person: _____ **Onsite Contact Cell Phone:** _____

Program / Event Name: _____

Purpose of Room Rental: _____

Reservation Date: _____ **Expected Attendance:** _____

Setup Access Time: _____ **Event Start Time:** _____

Event End Time: _____ **Required Departure Time:** _____

Timing reminder: You may arrive up to one hour before the event for setup. The room must be cleaned, restored, and fully vacated within 30 minutes after the scheduled event end time.

ROOM SETUP, TECHNOLOGY & SERVICES

Room setup: The room includes 12 long tables, each seating up to four people along one side. Renters may rearrange the room but must restore the original arrangement before departure. Contact NCCBOR staff for additional room information.

Technology requested (no additional fee unless otherwise noted): ☐ Wi-Fi ☐ NCCBOR computer ☐ LCD projector ☐ Projector screen
☐ HDMI connection ☐ Other: _____

Will you bring your own laptop? ☐ Yes ☐ No Accessibility: Second-floor room; stairs only; no elevator.

Will food or beverages be brought in? ☐ Yes ☐ No Alcohol is strictly prohibited.

Caterer / Food Provider: _____ **Scheduled Delivery Time:** _____

Outside Vendors / Services: _____

Media planned (photography, video, livestreaming, or promotional recording)? ☐ No ☐ Yes - Describe: _____

ROOM RENTAL TERMS & RESPONSIBILITIES

Please review all terms carefully. Renter initials are required at the bottom of each page.

1. **Payment Authorization:** By signing this agreement and providing payment information, the renter authorizes NCCBOR to automatically charge the card on file for the full rental fee, requested paid services, and any additional fees or costs assessed under this agreement.

2. **Setup and Access:** The renter may enter the facility up to one hour before the scheduled event start time for setup. Earlier access is not guaranteed and requires advance written approval.

3. **Event End and Departure:** The event must end at the time listed on this agreement. All attendees, vendors, food, decorations, equipment, and materials must be removed, and the room must be cleaned and restored, within 30 minutes after the scheduled end time.

4. **Onsite Contact:** The renter must designate an onsite contact who will remain present from setup through final departure. This person is responsible for vendors, deliveries, attendees, cleanup, and compliance with this agreement.

5. **Food, Catering, and Deliveries:** The renter is solely responsible for coordinating the delivery, setup, service, cleanup, and removal of all food and beverages. NCCBOR staff will not receive unattended deliveries, set up food, serve food, or clean catering materials. Deliveries must occur during the approved setup period while the renter or onsite contact is present.

6. **Room Reset and Cleanup:** The room includes 12 long tables, each seating up to four people along one side. Renters may rearrange tables and chairs as needed, but all furniture must be returned to its original arrangement. The renter must remove all food, supplies, decorations, signage, and personal belongings; dispose of trash; wipe down tables and food-service areas; and leave the room, restrooms, and common areas in satisfactory condition.

7. **Additional Charges:** No security or cleanup deposit is collected. If the facility is not left in satisfactory condition, NCCBOR may charge the card on file for reasonable cleaning, staffing, overtime, repair, replacement, or damage costs incurred as a result of the rental.

8. **Late Departure:** Remaining in the facility after the required departure time may result in additional staffing or overtime charges to the card on file. This includes attendees, vendors, food, equipment, and materials.

9. **Damage:** The renter is responsible for damage to the facility, furniture, fixtures, technology, or equipment caused by the renter, attendees, guests, or vendors. Repair or replacement costs may be charged to the card on file.

10. **Technology:** Technology must be requested in advance. NCCBOR does not guarantee compatibility with personal devices, adapters, software, files, or third-party platforms. The renter is responsible for testing presentations and equipment before the event begins.

11. **Vendors and Personal Property:** All caterers, instructors, speakers, delivery drivers, and other vendors are the renter's responsibility. NCCBOR is not responsible for lost, stolen, or damaged personal property, equipment, food, supplies, or materials.

12. **Decorations and Prohibited Items:** Nails, staples, screws, permanent adhesives, glitter, confetti, open flames, candles, smoke-producing items, and materials that may damage the facility are prohibited unless specifically approved in writing.

13. **Alcohol:** Alcohol is strictly prohibited anywhere on NCCBOR property. No alcoholic beverages may be brought into, served, consumed, or stored in the facility.

14. Capacity and Parking Availability: Classroom-style seating is limited to 48 people. The NCCBOR parking lot accommodates 40 vehicles. The renter is responsible for informing all attendees, presenters, vendors, and delivery personnel that onsite parking is limited and for communicating any approved overflow or alternative parking arrangements before the event. NCCBOR staff are not responsible for directing attendees to offsite parking or coordinating overflow parking.

15. Smoking and Conduct: Smoking is prohibited throughout the facility. The renter is responsible for attendee and vendor conduct. Unsafe, illegal, disruptive, or inappropriate conduct may result in immediate termination of the event without refund or credit.

16. Building Access and Security: Exterior doors may not be propped open or left unattended. The renter is responsible for monitoring guest and vendor access during the rental period.

17. Permitted Use: The room may only be used for the program described in this agreement. The reservation may not be transferred or used by another organization without NCCBOR's prior written approval.

18. Photography, Video, Advertising, and Endorsement: NCCBOR's rental of the facility does not constitute sponsorship, approval, or endorsement of the renter, the event, its activities, presenters, products, or services. The renter may not use NCCBOR's name, logo, trademarks, staff, facility images, or other identifying information in advertising, promotional materials, photographs, videos, livestreams, social media posts, or other media in a manner that states or implies NCCBOR endorsement without prior written approval. Any commercial photography, professional video recording, livestreaming, media production, or promotional filming must be disclosed to and approved by NCCBOR in writing before the event. The renter is responsible for obtaining all necessary permissions and releases from speakers, attendees, vendors, and others who may be photographed or recorded. NCCBOR may require unauthorized recording or photography to stop immediately and may require unauthorized content referencing or depicting NCCBOR to be removed. Failure to comply may result in termination of the event, additional charges, denial of future rental requests, or other appropriate action.

19. Parking and Vehicle Responsibility: Parking is at the vehicle owner's risk. NCCBOR is not responsible for theft, loss, or damage to vehicles or personal property left in or around vehicles, except to the extent responsibility cannot legally be excluded. The renter is responsible for damage to vehicles, parking areas, landscaping, signs, curbs, buildings, or other property caused by the renter or the renter's attendees, employees, vendors, delivery personnel, contractors, or event activities. Applicable repair, cleanup, or replacement costs may be charged to the card on file.

CANCELLATION POLICY

Cancellations received at least 10 calendar days before the rental date will receive a full account credit. Cancellations received fewer than 10 calendar days before the rental date will receive a credit equal to 50% of the rental fee. No cash or card refund will be issued unless authorized by NCCBOR.

PAYMENT AUTHORIZATION & SIGNATURES

Payment information is required to confirm the reservation.

PAYMENT INFORMATION

Payment method: ☐ Visa ☐ Mastercard ☐ Discover ☐ American Express ☐ Check ☐ Cash

Name on Card: _____

Card Number: _____

Expiration Date: _____

Security Code: _____

Billing Address: _____

City / State / ZIP: _____

Rental Fee: _____

Coffee / Tea Fee: _____

Additional Charges, if applicable: _____

Other Approved Charges: _____

Estimated Total: _____

AUTOMATIC CHARGE AUTHORIZATION

☐ I authorize the New Castle County Board of REALTORS® (NCCBOR) to automatically charge the payment method provided for the room rental fee, requested paid services, and any additional cleaning, damage, parking/property damage, repair, replacement, staffing, overtime, or other charges assessed under this agreement. I certify that I am authorized to use this payment method.

RENTER ACKNOWLEDGMENT

By signing below, I confirm that I have reviewed and agree to all terms of this Room Rental Agreement. I understand that the reservation is not confirmed until NCCBOR receives the completed agreement and valid payment information.

Authorized Renter Name

Title / Organization

Authorized Signature

Date

NCCBOR Approval

Date

FOR NCCBOR USE ONLY

☐ Agreement received ☐ Payment processed

☐ Payment verified ☐ Added to calendar

☐ Technology confirmed

☐ Coffee/tea confirmed

☐ Room restored to original arrangement

Staff initials: _____