

Facility Use Registration & Fee Forms

For registration, fee assessment, approval, payment, and facility use acknowledgment.



Use this packet for all facility usage requests. Reservations are not confirmed until approved by SMAR and all required payments and documentation are received.

FORM 1 — FACILITY USE REGISTRATION REQUEST

Requesting Organization / Brokerage / Member	
Primary Contact Name	
Email / Phone	
Member / Sponsor / Affiliate Status	<input type="checkbox"/> Brokerage <input type="checkbox"/> REALTOR® Member <input type="checkbox"/> Annual Sponsor <input type="checkbox"/> Affiliate <input type="checkbox"/> Non-Member
Event Title / Program Name	
Event Purpose	
Requested Date(s)	
Start / End Time	
Setup / Breakdown Time Needed	
Estimated Attendance	
Event Open To	<input type="checkbox"/> Internal brokerage/organization only <input type="checkbox"/> SMAR members <input type="checkbox"/> Public/Non-members
Presenter / Instructor / Vendor Names	
Food / Catering Planned?	<input type="checkbox"/> No <input type="checkbox"/> Yes — Caterer/Vendor: _____
Alcohol Requested?	<input type="checkbox"/> No <input type="checkbox"/> Yes — Written approval and insurance may be required
Technology / Equipment Needed	<input type="checkbox"/> Projector/Screen <input type="checkbox"/> Microphone <input type="checkbox"/> Wi-Fi <input type="checkbox"/> Hybrid/Zoom <input type="checkbox"/> Other: _____
Special Setup Request	

EVENT USE CLASSIFICATION

<input type="checkbox"/> Brokerage sales meeting for agents of reserving brokerage	<input type="checkbox"/> Brokerage training for agents of reserving brokerage
<input type="checkbox"/> Sponsor program within annual sponsorship benefits	<input type="checkbox"/> REALTOR® real estate-related education/professional event
<input type="checkbox"/> Brokerage event open to any SMAR member	<input type="checkbox"/> Sponsor event outside annual sponsorship benefits
<input type="checkbox"/> Affiliate member training/education event	<input type="checkbox"/> REALTOR® non-real-estate-related event
<input type="checkbox"/> Approved non-member organization event	<input type="checkbox"/> Other: _____

Form 2 — Fees, Payment & Staff Approval

To be completed by SMAR staff / CEO or designee



FEE DETERMINATION WORKSHEET

Usage Category	Examples	Fee Status	Amount / Notes
No-Cost Brokerage Use	Sales meetings; brokerage training for agents of reserving brokerage	No charge	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
No-Cost Sponsor Use	Sponsor lunch-and-learn or education within annual sponsorship benefits	No charge	Benefit verified: <input type="checkbox"/> Yes <input type="checkbox"/> No
No-Cost REALTOR® Use	Member real estate-related education or professional events	No charge	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Fee-Based Open Brokerage Event	Sales/training open to any SMAR member in good standing	Fee applies	\$ _____
Fee-Based Sponsor Event	Sponsor event outside annual sponsorship benefits	Fee applies	\$ _____
Affiliate Member Event	Affiliate training course or education event	Fee applies	\$ _____
REALTOR® Non-Real-Estate Event	Member event not directly real estate-related	Fee applies	\$ _____
Non-Member Event	Approved outside organization event	Fee applies	\$ _____

Room / Space Requested	<input type="checkbox"/> Classroom <input type="checkbox"/> Conference Room <input type="checkbox"/> Boardroom <input type="checkbox"/> Other: _____
Date / Time Block	Date: _____ Start: _____ End: _____ Setup access needed: _____
Base Rental Fee	\$ _____
Additional Time / After-Hours Fee	\$ _____
Cleaning / Setup Fee	\$ _____
Technology / Equipment Fee	\$ _____
Damage Deposit, if required	\$ _____
Insurance Required?	<input type="checkbox"/> No <input type="checkbox"/> Yes — COI received: <input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL AMOUNT DUE	\$ _____
Payment Status	<input type="checkbox"/> Paid <input type="checkbox"/> Invoice Sent <input type="checkbox"/> Waived/Adjusted by CEO or Designee

STAFF REVIEW AND APPROVAL

Priority of Use Applied	<input type="checkbox"/> Association activity <input type="checkbox"/> Brokerage <input type="checkbox"/> REALTOR® Member <input type="checkbox"/> Sponsor <input type="checkbox"/> Affiliate <input type="checkbox"/> Non-Member
Approval Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied
Conditions / Notes	
CEO or Designee Name	
Signature / Date	
Calendar Hold Entered	<input type="checkbox"/> Yes <input type="checkbox"/> No
Facility Usage Agreement Required	<input type="checkbox"/> No <input type="checkbox"/> Yes — Sent: <input type="checkbox"/> Yes <input type="checkbox"/> No
Payment Deadline	
Cancellation Deadline / Terms	

PAYMENT RECORD

Invoice Number	
Payment Method	<input type="checkbox"/> Check <input type="checkbox"/> ACH <input type="checkbox"/> Credit Card <input type="checkbox"/> Other: _____
Date Paid	
Amount Paid	\$ _____
Balance Due	\$ _____
Refund, if applicable	\$ _____
Processed By	

Form 3 — Facility Use Agreement & Acknowledgment

To be signed by the permitted user before facility use



USER ACKNOWLEDGMENTS

Policy Compliance: The permitted user acknowledges receipt of the SMAR Facility Usage Policy and agrees to comply with all Association policies, procedures, staff instructions, and applicable laws.

Payment and Documentation: The permitted user understands that facility use is not confirmed until approved by SMAR and all required payments, agreements, and insurance documentation have been received.

Insurance: SMAR may require proof of Commercial General Liability insurance with minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, naming SMAR and its directors, officers, employees, volunteers, and agents as Additional Insureds.

Alcohol, Food, and Vendors: Alcohol is prohibited unless expressly approved in writing by SMAR. Vendors, caterers, instructors, and service providers must comply with SMAR policies and may be required to provide proof of insurance.

Conduct and Property Condition: The permitted user is responsible for attendee conduct, supervision, and leaving the facilities clean, safe, and orderly. SMAR may assess charges for damage, repairs, or excessive cleaning.

Non-Endorsement: Use of SMAR facilities does not constitute or imply endorsement of any user, event, product, or service unless expressly authorized in writing by SMAR.

INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF RISK

To the fullest extent permitted by Maryland law, the permitted user agrees to indemnify, defend, and hold harmless SMAR, its directors, officers, employees, volunteers, and agents from and against claims, demands, causes of action, liabilities, damages, losses, costs, and expenses, including reasonable attorneys' fees, arising out of or related to the permitted user's use or occupancy of the facilities, or the acts or omissions of the permitted user, its agents, employees, contractors, vendors, or attendees, except to the extent caused by the sole gross negligence or willful misconduct of SMAR.

The permitted user voluntarily assumes all risks associated with facility use. SMAR shall not be liable for injury to persons or damage to or loss of personal property, except to the extent caused by the gross negligence or willful misconduct of SMAR.

CANCELLATION AND ENFORCEMENT ACKNOWLEDGMENT

All cancellations must be submitted in writing. Refunds, if any, will be issued in accordance with SMAR's cancellation schedule. Failure to comply with the policy or related agreements may result in cancellation without refund, immediate termination of facility use, loss or suspension of future usage privileges, and assessment of fees, damages, or related costs.

SIGNATURE

Permitted User / Organization	
Authorized Representative Name / Title	
Signature	
Date	
SMAR Representative	
SMAR Signature / Date	