

# 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

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

## 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	\$ _____

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

## STAFF REVIEW AND APPROVAL

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<b>Priority of Use Applied</b>	<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
<b>Approval Decision</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied
<b>Conditions / Notes</b>	
<b>CEO or Designee Name</b>	
<b>Signature / Date</b>	
<b>Calendar Hold Entered</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Facility Usage Agreement Required</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes — Sent: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Payment Deadline</b>	
<b>Cancellation Deadline / Terms</b>	

## PAYMENT RECORD

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

# Form 3 — Facility Use Agreement & Acknowledgment

To be signed by the permitted user before facility use



## USER ACKNOWLEDGMENTS

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**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

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**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

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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

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<b>Permitted User / Organization</b>	
<b>Authorized Representative Name / Title</b>	
<b>Signature</b>	
<b>Date</b>	
<b>SMAR Representative</b>	
<b>SMAR Signature / Date</b>	