Room Rental Policy for Affiliate Members
Mainstreet Organization of REALTORS®

Affiliate Members may choose to rent one of the following rooms located at the following locations.

Location Options:	Capacity	Half day	Full day
Downers Grove Classroom A	90	$150	$300
Downers Grove Classroom B	35	$100	$200
Libertyville Classroom	40	$100	$200
Rolling Meadows Classroom A	50	$100	$200
Rolling Meadows Classroom B	20	$75	$150
Tinley Park Classroom	40	$100	$200

Pricing represented above reflects member pricing when room rental is not offered for free. Free room rentals are only provided, in a limited number, to Affiliate Committee members.

General Info

Rooms are available to rent Monday – Friday, 8:30 a.m. – 5 p.m. If the preferred room is not available, it will be the responsibility of the renter to discuss and secure a different date.

MORe will provide coffee for all room rentals. The following A.V. equipment is also available for use:
· Projector
· Screen
· Internet access
· Laptop
    · If you plan to use MORe's laptop, any files to be presented on the laptop (PowerPoint) need to be sent 2 days in advance of your rental or can be brought on a USB drive.

EQUIPMENT USE NOTE: Renter is not to operate any equipment in the room without assistance from MORe staff. If they do, they will be liable for any damages that may be incurred due to improper use of the equipment. Renter, and other agents under Renter's control, also agrees to be responsible for any damage done to any other part of the Association office. Renter is responsible for ensuring room is put back in order and trash removed from the meeting room upon completion of the function.

MORe will make copies of materials for $.05/page, if requested. Additionally, a directional sign will be placed near the entrance to direct members to your event. The title of your event will be displayed on the sign.

MORe has the right to refuse a room rental for a program that may be in direct conflict with a program or class that is being presented by MORe.

Your topic must be related to the industry you work in.

See application for all required items.

The Process
1. Submit application with the title and description of your topic for approval. Staff may request to see your PowerPoint and/or additional handouts if additional details are needed for approval.
2. Staff will be in contact with you within 3 business days to confirm or deny your request.
3. If approved, staff will send over a contract to be submitted back to MORe with payment info, Renter's signature, and Certificate of Liability.
4. Staff will add the event to MORe's online calendar and to the schedule of eblast promotions.
5. Five days before the room rental, you will receive an email from staff with the number of attendees registered for the class.

Required Items
You are required to submit the following items with your Application. No room rental can be booked without the following items.

- Certificate of Liability Insurance with MORe listed as the "additional insured." This is for the protection of all members and MORe.
- Event description for event approval purposes. It will also be added to MORe's online calendar for marketing purposes.
- Outline of the presentation for approval purposes.
    - Any information presented (i.e. presentations, handouts, etc.) must show the following disclaimer: Mainstreet Organization of REALTORS® is not responsible for the content of this program and implies no endorsement.

No room rentals can be booked without the submission of all items listed above.

Suggested Items to Submit
The following items are highly encouraged to be submitted with your application but can be submitted at any time and are not required for staff to approve your rental application.

- Current headshot in a .jpg or .png format.
- Brief bio

These items will be added to the event page in MORe's online calendar. If the items are not submitted, a generic headshot image will be used instead.

Affiliate Event Application

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Please complete the Affiliate Room Rental Application below and include all supporting documentation. You will receive email communication confirming or denying your request within three business days.

Remember the following items:

· The proposed dates of your event must be at least 8 weeks in advance to allow ample marketing of your session. If submitted any closer to the event than 8 weeks in advance will result in restricted opportunities for marketing your room rental.

· The event topic must not conflict with anything the association is currently marketing.

· All seminar attendees are given a Mainstreet survey at the end of the presentation. Negative reviews will be handled on a case-by-case basis and may lead to cancellation of future seminars.

· Please include an outline of your presentation as well as the PowerPoint presentation and a highlight of what you would like included on the marketing piece.

· Your topic must relate to the industry you work in.

· Your account/membership with Mainstreet must be in good standing with no past-due invoices currently open on the account.

Affiliate Name_____

Company Name_____

Title of Presentation_____

Rooms are only available between 8:30 a.m. and 5 p.m., Monday through Friday.

1st Proposed Date_____   Check-in Time_____

Session Begins_____   Session Ends_____

2nd Proposed Date_____   Check-in Time_____

Session Begins_____   Session Ends_____

3rd Proposed Date_____   Check-in Time_____

Session Begins_____   Session Ends_____

Room will not be available before or after room rental times. Be sure to plan for check-in and clean up.

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Preferred Location

Downers Grove Classroom A   Downers Grove Classroom B   Libertyville Classroom

Rolling Meadows Classroom A   Rolling Mdeadows Classroom B   Tinley Park Classroom

Will you be providing food and/or refreshments?   Yes   No

If yes, what type of food/refreshments? (full breakfast/lunch, snacks, etc.)

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**Please email your completed application with all required items to Kate Sax at
Kate@SucceedwithMORe.com**

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www.SucceedwithMORe.com