

Use of the room does not constitute the WCAOR's endorsement of viewpoints expressed by participants in the program. No advertisement or announcement implying such endorsement will be permitted. **Any advertisement indicating the location of the program as the WCAOR MUST use the following language:**

**123 E Old Settlers Blvd., Round Rock, TX 78664
(Williamson County Association of REALTORS® Building)**

Rules for Use

A. Reservations

- Requests for use of the facility must be made in writing on a form provided by WCAOR. Requests will be honored on a first come-first served basis.
- No group may assign its reservation to another group.
- The individual making the reservation will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- Permission to use the facility may be withheld from groups damaging the carpet, equipment or furniture, or causing a disturbance, or any other failure to comply with the rules and regulations.

B. Care of Facilities

- Groups may rearrange tables and chairs to suit their needs, but tables and chairs must be returned to their original set-up prior to leaving.
- Attendance at meetings must be limited to the capacity of the room
 - Board Room – 30
 - MLXchange Room – 10
 - Office - 10
- Open aisles must be maintained within a seating arrangement to provide clear access to the exits.
- Equipment, supplies, or personal effects cannot be stored or left in the facility before or after use, unless prior arrangements have been made.
- Group activities involving more than normal wear and tear on facility are not permitted (i.e. classes involving paints or other staining materials)
- WCAOR reserves the right to discontinue the use of the rental by any group which disturbs the usual regulations and procedures of the WCAOR or creates a nuisance.
- Nothing may be taped, nailed or stapled to the walls.
- Any glitter, confetti, and like items must be vacuumed up prior to departure by the group.

C. Serving of Food:

- Food may be served in the room provided WCAOR is given prior notice.
- Simple refreshments (coffee, soft drinks, cookies, doughnuts, etc.) may be served without prior approval.
- No meals may be cooked on the premises.
- Cups, napkins, cleaning supplies, etc. must be furnished by the user organization. Any items stored in the cabinets are for WCAOR use only.
- Kitchen must be left clean and in good order.

D. Alcoholic Beverage(s) Policy

- No alcohol may be served on the premises.

Indemnity

You hereby agree to protect, defend, indemnify and hold the Williamson County Association of REALTORS® harmless from any property damage, personal injury, suits, actions, liabilities, damages, cost of repairs or service to the Auditorium or any adjacent premises owned or controlled by the Williamson County Association of REALTORS®, or any other loss caused, negligently or otherwise, by you and/or your agents, employees, independent contractors, patrons, guests or invitees.

Rental Dates: _____ **Approved by:** _____