

AAKC

APARTMENT ASSOCIATION
OF KANSAS CITY

AAKC Education Room Rental Agreement

The AAKC Education Room is available to be rented for education programs that do not conflict with AAKC education programs and events. (Leasing, Fair Housing, Resident Retention, etc.)

All classes will be reviewed and approved by the two Education chairs. Please submit the following agreement to Phoebe Burns at pburns@aakc.us to reserve the education room.

Private Event Room Rental Cost: \$200.00

Public Event Room Rental Cost (w/ digital ads/promos): \$275.00

*(With a Public Event Room Rental, AAKC will promote education training class to members through What's Happening email and on social media.)
(Prices are per day)*

Technology: The room rental includes the projector screen. You will need to bring a personal laptop to connect to the screen.

Room Capacity: The AAKC Education Room has a capacity of 50 people max. (25 people max during the COVID-19 pandemic.) Masks are required at this time.

Cancellation Policy: Room rental cancellations are required within 48 hours of event for a full refund.

(Please Print on the Below Form)

Name of Company: _____

Address: _____

Contact Person: _____

Phone: _____ Email: _____

Dates (Please provide at least 3 choices): _____

Timeframes: _____

Topic of Education Seminar: _____

Company Team Meeting: _____

Rental Selection:

Private Event Room Rental: \$200.00 _____

Public Event Room Rental (with advertising): \$275.00 _____

Damage Agreement:

By signing this contract, I agree that I, _____, the client, is responsible for any damages to The AAKC Education Room and property that may have been caused by the client and/or the client's guests and vendors. The client is ultimately responsible for any damage incurred.

If damage has occurred, the Apartment Association of Kansas City will provide an itemized list to the client and charge the damage amount to the client's credit card that was held on file for such purpose.

Signed By:

Today's Date:

**Room rentals are available for AAKC members only.*