



General Policies

6.3 Use of Association Facilities (Adopted February 21, 1990; Revised April 10, 2019, Revised May 8, 2019)

- A. The Association meeting space consists of the auditorium, conference rooms, and supporting facilities. The meeting space is intended primarily to support Association education, Association events, and Multiple Listing Service functions. These functions will have first priority.
- B. All committees and divisions of the Association shall have an equal opportunity to use the facility and are encouraged to develop an annual meeting calendar in coordination with the staff calendar coordinator. Space may not be reserved for extended periods to the exclusion of other committees. It is understood that certain committee activities, on occasion, may run past normal closing hours. In this case, coordination with the staff is required to ensure adequate security of the facility.
- C. Local Chapters of NAR's Societies, Institutes, and Councils may use the facilities for committee meetings on a space-available basis (WCR, IREM, etc.) normally at no charge. However, the Association reserves the right to assess a fee in certain circumstances to cover unusual expenses and/or overhead expenses.
- D. National Association of REALTORS® Institutes, Societies, and Councils may use the facilities for certain events provided 1) the program presented would be of benefit to our members; 2) the event does not create any scheduling conflict with other Association programs; 3) the day and time requirements meet scheduling restrictions; and 4) the Association receives applicable rental fees at member rates.
- E. Members may rent meeting space for office meetings and training sessions on a space available basis. Rental of Association facilities by Members or real estate firms for the purpose of conducting any form of agent recruitment activities is strictly prohibited. Daytime rentals may only be scheduled up to three months in advance. One firm may not rent the facility for extended periods to the exclusion of other members.
- F. Non-members will be allowed to rent the facility for meetings or events, schedule permitting.
- G. The facility may be rented for use at night and on the weekends.
- H. The Chief Executive Officer has full authority to resolve questions and differences concerning the scheduling and proper use of the facility.
- I. The CEO will designate appropriate staff to be responsible for rentals and maintaining a schedule for use of all meeting space.

- J. The purpose of the Association is to enhance and promote the real estate brokerage industry and provide programs, products, and services to the benefit of all members. The Association's facilities are intended for the daily operations and administration of the Association and the delivery of programs, products, and services to the members. Use of the Association's facilities and premises by individual members for the conduct of their respective brokerage business is prohibited. This includes, but is not limited to, use of Association equipment, meeting space to meet with clients and customers, and personal requests for staff assistance. No agent recruitment activities are permitted on the premises.