

As a member benefit, MJAR's executive conference room and multi-use training rooms, located at MJAR's headquarters in South River and our satellite office in Branchburg, are available for rent by the hour for meetings, training sessions, seminars, and more. Free WiFi, coffee, tea and parking. The meeting rooms are located on the first floor of the buildings. Catering is permitted.

**Located at MJAR Headquarters in South River
10-Person Conference Room - \$25 /Hour**

- Ideal for small groups from 1 to 10 people.
- Room size: 15' x 20'
- Beautifully decorated executive conference room.
- Leather executive chairs
- 80" flat-screen monitor
- Video conferencing capability



**Located at MJAR Headquarters in South River
35-Person Training Room - \$50 /Hour**

- Ideal for lectures, meetings, or workshops
- Room size: 15' x 40'
- Tables have USB ports and outlets
- Each table fits 3 padded fabric chairs
- Overhead projector with screen and two side monitors
- Breakfast bar with granite countertop
- One wall of windows for natural light



**Located at the MJAR Office in Branchburg
16-Person Training Room - \$25 /Hour**

- Ideal for small groups from 5 to 16 people
- Room size: 17' x 21'
- Plenty of natural light



**Located at the MJAR Office in Branchburg
26-Person Training Room - \$50 /Hour**

- Ideal for lectures, meetings, or workshops
- Room size: 22' x 30'
- Two large 72" flat-screen monitors at the front of the room.
- Each table fits 4 padded fabric chairs
- Plenty of natural light



Additional Options for South River Meeting Rooms:

All options are available in Branchburg or could be made available, if requested in advance.

- Use of whiteboard and dry eraser markers
- Use of flip chart
- Use of podium and microphone
- Use of American flag
- Option to rent laptops (\$100 /day)

Submit the completed Meeting Room Reservation Application, Rules and Regulations and Use Agreement forms. Accepted payment includes credit card, cash or check payable to MJAR.

MJAR offices are located at:

MJAR Headquarters
14 Old Bridge Turnpike
South River, NJ 08882

MJAR Satellite Office
3461 US Highway 22 East, Building B
Hunterdon Somerset Professional Park
Branchburg, NJ 08876

The event space is available for rent on weekdays from 9 am to 5 pm. Early morning, evening or weekend requests will be considered on an individual basis. If you have any special requests, let us know so we can try to accommodate you. **Contact: Mary Ann Wissel, Operations Manager, at Operations@MidJerseyAOR.com or call (732) 442-3400 Ext 105.**

Meeting Room Reservation Request Application

The larger training rooms at either the South River or Branchburg location may be reserved by the hour at a rate of \$50 per hour. The conference room and smaller training room at the South River or Branchburg office may be reserved by the hour at a rate of \$25 per hour. Full payment of the use fee is to be made at the time of the request. Certificate of Insurance for the day and time of the event is required at least one week in advance and is to be sent Operations@MidJerseyAOR.com.

**Group/
Organization**

Applicant (Must
be 18 years of age
or older)

Last

First

M.I.

Address

Email Address

**Purpose of the
Meeting/Event**

Room (Conference
Room (up to 10 people))

Training Room
(up to 39 people)

Date Requested
(mm/dd/yyyy)

**Arrival Time for
Setup**

**Start Time of
Meeting**

**End Time of
Meeting (including
clean up)**

Total Hours

**Number of
People Expected**

Items Requested

- ☐ Projector and Screen – only in Training Room
- ☐ Additional Side Wall Monitors – only in Training Room
- ☐ American Flag
- ☐ Podium
- ☐ Microphone
- ☐ White Board and Dry Erase Markers
- ☐ Flip Chart
- ☐ Laptop – rental cost \$100 per day
- ☐ Other _____

____ Initials

Meeting Room Payment Form

By check: Mail check payable to MJAR to 14 Old Bridge Turnpike, South River, NJ 08882
Or by **Credit Card:** Submit the following **Credit Card Authorization Form**

Credit Card Number	_____
Expiration Date	3-Digit Security Code: _____
Billing Address	_____
Amount Authorized to Charge \$	_____
Cardholder Signature	_____

Reservations are not confirmed until the application, agreement signed by both parties and payment is received. A receipt of payment is the applicant's confirmation of booking.

Refund policy: A full refund will be issued if the applicant cancels the reservation 24 hours or more prior to the date. Should the applicant's meeting/event be postponed, the payment may be transferred to a later date subject to approval by an authorized representative of Mid Jersey Association of REALTORS®.

____Initials

Meeting Room Rules and Regulations

-The MJAR meeting rooms are available for business or educational purposes. Meeting rooms are not available for parties, receptions, commercial activities, or functions other than training and seminars.

-Groups/organizations reserving the conference and/or training rooms are required to submit a Meeting Room Reservation Request Application and signed Use Agreement.

- MJAR reserves the right not to accommodate reservation requests and shall, in its sole discretion, approve or deny the Meeting Room Reservation Request Application.

-MJAR reserves the right to refuse the use of the room for any activity deemed in violation of federal, state, or local laws, codes of ordinances, or for demonstrated past failure of the user to comply with any of the stated rules and regulations.

Reservations to use the room repeatedly for regularly occurring functions will be considered on a case-by-case basis and are subject to review.

- All reservation requests will be processed in the order in which they are received.

-The number of persons attending your meeting may not exceed the numbers specified in the Meeting Room Reservations Request Application. When the number of guests exceeds the capacity, your meeting may be immediately cancelled.

The applicant is to be on-site for the duration of the meeting/event, including set up and clean up. Set up and clean up must be accomplished within the approved and reserved time.

The applicant is responsible for cleaning and clearing the room of all items at the conclusion of the meeting/event. The room is to be restored to its previous condition, and any non-MJAR items are to be removed. Failure to clean up may affect the ability to use the room again.

-Tape or sticky material may not be used on the walls.

-The conference and/or training room may be used between the hours of 9 am to 5 pm. Before or after hours are available for an additional \$50 per hour. Any portion of each additional hour used beyond the approved increment will be accessed at \$50 per hour and due prior to vacating.

____Initials

Meeting Room Use Agreement

I agree to abide by all applicable policies, rules, and regulations. I understand failure to comply with the Use Agreement and the Rules and Regulations may result in refusal to use the rooms in the future.

I have the authority to bind the group/organization.

I will be present during the event.

I will limit our access to the conference room or training room only, the restrooms, and the common areas.

I will refer to the front desk with any questions and/or instructions for temperature control.

I understand that at the conclusion of the meeting/event, the room shall be restored to its previous condition and any non-MJAR items removed.

I acknowledge that this conference room and/or training room reservation is revocable and non-transferable.

I understand this agreement does not create a landlord-tenant relationship.

The terms of this agreement are effective when and if countersigned by an authorized representative of MJAR.

I understand that any violation of the Rules and Regulations will jeopardize future use of meeting rooms.

I agree to indemnify, defend, and hold harmless the Mid Jersey Association of REALTORS, its Board of Directors, its officials, agents, and employees from and against any and all claims, suits, or judgments of injury to the property of persons that may arise as a result of any activity occurring at the event for which I seek to use a room.

I am responsible for the cost of repairing any damage or vandalism to the room, equipment, furniture, or the other part of the building caused by people in attendance or in relation to the meeting/event for which I seek to use the conference and/or training room.

I will not permit smoking, alcohol, or drug use on the premises. This includes both inside and outside the building and outside the MJAR property.

I agree that MJAR shall have the right, at its discretion, to enforce rules of conduct and/or terminate my participation and/or use of the MJAR Rooms and related facilities for failure to act in conformance thereof, or for actions or conduct detrimental to or incompatible with the health or the safety of welfare, comfort, harmony or interest of the group or the MJAR property as a whole.

I understand I assume responsibility for any damage to the meeting rooms or its contents that may occur during the course of our meeting/event.

____ Initials

Acknowledgment

I have read and understand the Mid Jersey Association of REALTORS® Meeting Room Use Agreement and the Rules of Regulations. As the applicant, I take responsibility for my group's actions during our use.

Applicant Name	_____	Name of Group/ Organization	_____
Signature	_____	Date	_____
MJAR Authorized Representative Signature	_____	Date	_____

Return completed application and use form to the Mid Jersey Association of REALTORS®
Mail to: 14 Old Bridge Turnpike, South River, NJ 08882 or
Email to: Operations@MidJerseyAOR.com
Fax: (732) 442 - 7323
Phone: (732) 442 - 3400

Internal Use Only:

_____ Date Application Received

_____ Date Agreement Received

_____ Date COI Received

Received by _____

_____ (Yes/No) Approved

_____ Added to MJAR Calendar