

Agreement: Made this _____ day of _____ 20____, by and between the Chicago Chapter of the Appraisal Institute, hereinafter referred to as ("CCAI") and _____(Client).

Rental of CCAI Classroom Room(s)

Number of Classrooms _____

Date(s) From _____ To _____

The rental rate is \$125 per hour per classroom or \$1,000 per day. If both rooms are rented all day on the same day, the rental rate is \$1,800.

The total cost of your rental is	\$ _____
Rental Deposit Received	\$ _____
Balance Due	\$ _____

You rental includes the use of the kitchen facilities.

Your rental also allows use of the AV equipment which includes; overhead projector, LCD projector, confidence monitor, laptop computer, remote for laptop and microphone system. The entire room is wireless and there are two computer stations with printers for your convenience.

Classroom furniture must be left as found. Failure to do so will result in a \$250 charge to reset the furniture in the room. (Desks in classroom B must not be moved). Any damage to the classroom or equipment will result in a charge to you (the renter) for the "Cost to Cure" the damage.

Classroom AV equipment must be turned off after use. If the equipment is left on, a \$250 charge will be incurred.

Cancellation policy: Client will provide written notice to the Chicago Chapter, accompanied by payment of the amounts indicated below:

- 25% fee if cancellation is more than 1 month prior to the rental date.
- 50% fee if cancellation is less than 1 month prior to the rental date.

Thank you! We appreciate your patronage.

CCAI Representative Signature

Client Signature

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