



The Greater Downey Association of REALTORS®
Training Room Rental Request

12073 Paramount Blvd
Downey, CA 90242

Phone. 562-861-0915
Fax. 562-923-9995

Thank you for your interest in wanting to host a class at our association!

We offer a full service facility with:

- Mounted plasma TV
- High definition LCD projector
- Wireless Internet
- Classroom setting up to 50 people
- Kitchenette/ Service station

Room availability

Monday– Friday
9:00am-5:00pm

Our training room is booked 4 months in advance

Requirements to rent classroom:

- Submit Training Room Rental Request Form
- Submit Event flyer w/ DAOR disclaimer displayed

Once class room is booked:

- Event flyer is printed and displayed on our education flyer rack at our counter for all members to see and pick up
- Posted on our calendar of events on our website
- Included in our monthly education email that is sent out every 1st & 15th of each month to all 2,700+ members

Renter is responsible for:

- Cleaning after event (unless cleaning fee is paid)
- Damage of facility, furniture and equipment
- Renter is to be responsible for attendee's of functions to ensure that no unauthorized persons enter the building during the hours before 9am and after 5pm

**Room
rental**



**Contact Amanda
at 562-861-0915 or
education@daor.com
for more information!**



Training Room Rental Request Form

General Information

Name: _____ Company: _____

Email: _____ Phone: _____

Event Information

Start Time: _____ End Time: _____ Please list three desired dates for your class:

Class Topic: _____

Will Food/Drinks be provided? _____

Room Request

Large Classroom Setting

1 hr minimum; Seats up to 50

Check all that may apply

Room Rental: \$35.00 1st hr Total: \$ _____

\$10 each additional hour

Total Due: \$ _____

Coffee: \$5.00 per pot Total: \$ _____

Clean up fee: \$40.00 Total: \$ _____

** If food is brought in, and would like us to clean.*

** Amount will not be charged until a signed room rental agreement is signed.

Computer Equipment: \$15.00 Total: \$ _____

Payment Information

Card Type: Visa MC Amex Cardholder Name: _____

Card #: _____ CVC: _____ Exp Date: _____

Signature: _____

Submit to: education@DAOR.com

Please note your class is not confirmed until a signed agreement and event flyer is returned to DAOR.

User is to be responsible for attendee's of functions to ensure that no unauthorized persons are to enter Greater DAOR during the hours before 9am and after 5pm