



General Policies and Operational Guidelines for all Room Rentals

All room rentals will follow the General Policies and Operational Guidelines (the “Policies”) as set forth and approved by the Canopy Realtor® Association Board of Directors.

These Policies apply to both member and non-member companies and organizations.

The organizations affiliated with the Canopy Realtor® Association (the “Association”) include the Canopy Housing Foundation, Canopy Real Estate Institute and Canopy MLS.

For the purpose of this document, a real estate brokerage firm (a “Firm”) is defined as the entity under which associated parties list, buy, sell, exchange or invest for a principal on a commission basis without having title to the property.

The Association does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status and shall refuse rental space to any group that attempts to discriminate on any of these bases.

I. Policies

All renters must comply with the following:

- (a) Education/information session topics must not conflict with or be in any direct competition with any program, publication or activity provided by the Association or any of its affiliated organizations.
- (b) Education/information sessions may not be used for real estate brokerage recruitment or to sell real estate industry products or services unless otherwise permitted by these Policies or by express written consent from the Association. Companies and organizations that license data from Canopy MLS are permitted to sell and promote usage of their products and services.
- (c) Members of either the Association or Canopy MLS who wish to rent space at the Association must be in “good standing,” meaning the member must be in compliance with all membership obligations, including but not limited to, all financial obligations and must not currently be subject to any form of sanction, suspension or disciplinary action. A renter who is not a member of either the Association or Canopy MLS but who is a professional in a related industry (e.g., loan officers, attorneys, home inspectors), must be in “good standing,” as defined herein, with their regulatory body and/or professional trade organization.
- (d) The Association may, in its sole discretion, choose whether to advertise a scheduled education/information session through Association communication channels. Firms renting rooms for closed training or internal meetings may only advertise to the agents in their firm.

- (e) Prior staff approval is required for any advertising and promotion of the rental. Promotional materials, including but not limited to flyers, emails, signs, and invitations should be submitted to staff prior for written approval prior to dissemination.
- (f) Renters must not give the impression that they have been endorsed by or are offering a program in conjunction with the Canopy Realtor® Association, Canopy MLS, Canopy Real Estate Institute or Canopy Foundation. Renters must refrain from communicating the location of their event as being held at one of the entities listed herein and must, instead, use the following broad language when communicating the event location to attendees:

Event location: Canopy Building or The Canopy Building
1120 Pearl Park Way
Charlotte, NC 28204

Advertising materials should include the following disclaimer: "Event not sponsored or endorsed by Canopy Realtor® Association or any of its affiliates."

- (g) Parking is available in the adjoining parking deck. Canopy is not responsible for any damage or theft to your vehicle or vehicle contents, or those of your guests.
- (h) The Canopy Building is a smoke-free environment. Use of tobacco of any kind, whether smoking, chewing or vaping, is strictly prohibited outside of the one designated area located beside the building adjacent to Greenwood Cliff. Smoking is expressly prohibited within the parking deck and at the front entrance sitting area.
- (i) All sponsors/vendors associated with a rental/event must be listed on the rental request form and approved prior to the rental/event.

II. Prohibited Room Rentals

Prohibited room rentals include but are not limited to the following:

- (a) Room rentals for the purpose of real estate brokerage recruitment, though real estate brokerages may sponsor select Association, Canopy Housing Foundation or Canopy Real Estate Institute events;
- (b) Room rental events/programs from any entity in direct competition with any program, publication, service or activity of the Association or its related organizations;
- (c) Room rental events/programs that may be perceived to diminish the value of a Realtor;°
- (d) Room rental events/programs that promote or facilitate the completion of any real estate transaction without the use of a Realtor® or that promote the omission of the Realtor® from the real estate transaction. Such types of transactions include, but are not limited to, transactions relating to the purchase, sale, rental, lease, exchange or investment of property;
- (e) Room rental events/programs which make reference to or which promote pornography, religious or political causes or any other matters that may be deemed offensive, discriminatory, vulgar or obscene or that are prohibited by law;

- (f) Room rental events/programs that promote For Sale By Owner (FSBO) properties:
- (g) Room rental events/programs that are offered to the general public and which focus on home buyer/seller education. For example, a mortgage seminar offered to the general public which includes a presentation by a Realtor® Member of a Realtor® association is prohibited;
- (h) Room rental events/programs that promote materials, products, or services deemed by the Association, in its sole discretion, as inappropriate for any reason;

III. Disclaimer and Limitation of Liability

- (a) Renters shall comply with all applicable state and federal laws, rules and regulations.
- (b) The Association, at its sole discretion, reserves the right to reject or cancel any room rental at any time, for any reason, with or without prior notice to the company/organization.

IV. Miscellaneous

- (a) “Realtor®” is a federally registered collective membership mark that identifies a real estate professional who is a member of the National Association of Realtors® and subscribes to its strict Code of Ethics. When used, the first “R” in the word Realtor® must be capitalized and the federally registered collective membership mark must follow the word with each and every use.
- (b) The Association will interpret and enforce all Policies. Furthermore, the Association reserves the right to change, at the direction of the Association Board of Directors, these Policies at any time, for any reason, with or without notice to the renter.
- (c) The overall management of room rentals shall be conducted under the supervision of the Association CEO with the day-to-day operations carried out by Association staff.
- (d) The Association Education Advisory Group (the “EAG”) shall provide guidance and recommendations to the Association staff regarding room rentals. The EAG has the authority to recommend but not the authority to establish, policy. Such authority rests solely with the Association Board of Directors.
- (e) Renters are permitted to use signage on easels or signage appropriate for table tops. Signs may only be placed directly outside of the rental room. No signage is allowed on the building exterior (including exterior doors) or on the outside grounds of the property.
- (f) The Association and Canopy Real Estate Institute follow Charlotte-Mecklenburg School inclement weather closings and delays schedule. In the event of a closure or delay on the day of a scheduled rental, renters may, (1) reschedule for a later date, based upon room availability, or (2) request a refund.

For questions or more information about our rental space, please contact David Fraley, 704-940-3122 or david.fraley@carolinahome.com.