

**RENTAL AGREEMENT**  
**(Revised 1/27/10)**

Facility: \_\_\_\_\_ Downstairs (\$575 plus \$125 cleanup=\$700 for 7 hours max. -\$350 deposit)  
\_\_\_\_\_ Upstairs (3 hours max.=\$40 plus \$25 cleanup=\$65 - \$35 deposit)  
\_\_\_\_\_ Upstairs (6 hours max.=\$75 plus \$25 cleanup=\$100 - \$50 deposit)

Renting Member: \_\_\_\_\_ Membership No. \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Clean-up Fee: \_\_\_\_\_ Total Due: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Check No.: \_\_\_\_\_ Balance Due: (Payable 10 days prior) \_\_\_\_\_

**POLICY**

1. The use of the rental facility is restricted to members of Name & Lodge Number and their invited guests only. Facility rental is intended purely as a benefit to our membership and is not considered an income source. Donation of the facility to another not for profit charitable organization for the purpose of raising funds for a specific charitable event, must be approved by the Board of Trustees. The waiving of any cleanup fees is strictly at the discretion of the Board of Trustees.
2. The member renting the facility assumes full responsibility for the behavior and conduct of their guests and the renting member must be present in the rental facility during the entire rental period.
3. The rental facility cannot be advertised as "Open To The Public", either covertly or overtly. The rental facility cannot be used for business or commercial purposes, and no fees may be charged by the renter for admission, food or drink. Note: The prohibition against charging an admission fee or for food or drink may be waived by the Trustees, depending on the circumstances, if the rental is being donated to a not for profit charitable organization only.
4. A deposit, as indicated above, must accompany this rental agreement, with the full balance due and payable at least ten (10) days prior to the rental date. The rental date is not confirmed until the rental agreement has been approved and dated by a designated representative of the Trustees. The use of the rental facility is restricted to a maximum occupancy of 250 people downstairs and 75 people in the upstairs facility.
5. Rental and occupancy of the upstairs or downstairs facility is restricted to the designated rental space only. The Lodges privacy shall be maintained at all times.
6. Public accommodation is prohibited and therefore food or beverage cannot be purchased by a non-member from the Lodge at any time. The dispensing of any alcoholic beverages by the renter must be in accordance with and subject to all Federal, State and local laws. Intoxicating drinks cannot be served to minors. All food and drink must be provided by the renter and must be removed at the conclusion of the rental. Alcoholic beverages in an open container cannot be consumed outside of the building on Lodge property.

7. All rules and regulations as set forth in the By-Laws and House Rules of Lodge Name & Number will at all times govern the use of the rental facility.
8. The use of the rental facility is restricted to the above listed maximum hours for each indicated rental facility. All rentals, whether upstairs or down must conclude by 12:00 midnight. All music and consumption of alcoholic beverages must cease by 11:30 p.m. and the property must be vacated by 12:00 midnight, without exception. The short term, 3 hour rental of the upstairs facility, if exceeded will result in a full upstairs rental fee of \$75 without exception.
9. The kitchen facilities either upstairs or downstairs are not included in the rental and are off limits. Renters must make their own arrangements for refrigeration. Ice will be provided both upstairs and down. All food must be removed at the conclusion of the rental.
10. An attendant may be assigned to supervise rentals at the discretion of the Trustees. The attendant shall have complete authority and control of the facility during the rental and shall have the right of complete access at any and all times during the event. The attendant is there to protect the best interests of the Lodge and has the right to terminate a function at any time, if misconduct is indicated. In such an instance the rental fee is non-refundable. The attendant does not alleviate the renter of their responsibility to maintain control of guests at all times. The attendant is not a "bouncer" and is instructed to notify the police if problems arise.
11. All rentals are restricted to the interior of the rental facility. Congregating on the parking lot or any other portion of the Lodge's property is not allowed.
12. Illegal gambling of any kind is not permitted in the rental facility. Lewd or indecent conduct is not permitted on any Lodge property.
13. Decoration arrangements must be reviewed and approved in advance. Tape, nails, brads, or staples cannot be used on the walls ceiling, floor or furniture. Tables must be covered by plastic or linen cloths to protect them. Candles are not allowed in plastic containers and tables must be protected from damage. All decorations must be removed at the conclusion of the rental. Routine and usual cleaning is in the clean-up fee, however, costs for cleaning of an unusual nature could be assessed to the renter.
14. All parking must be in the designated parking areas on the parking lot. Parking next to the building is not permitted. All fire lanes must remain open.
15. On the date of the rental all requests for assistance should be made through the assigned attendant or bartender on duty, or a member of the Trustees.
16. To ensure that all due rental fees are paid, all rental fees, both deposit and final payment are to be paid to the assigned attendant who will turn them over to the Secretary.
17. Written cancellation of this agreement must be received by the Trustees or its representative at least 10 days prior to the rental date for the deposit to be refunded.

#### CERTIFICATION

I certify that I am a member in good standing of Lodge Name & Number and have read and agree to the terms of this rental agreement. I further agree to reimburse the Lodge for any and all damages done to the lodge property and to indemnify and save Lodge Name & Number harmless from any claim arising out of the area rented. I understand that any violation of the terms of this agreement could result in assessment of additional fees and could prohibit me from future Lodge facility rentals. I further understand that I am fully responsible for my guests during this rental and any violation of the Statutes, Rules and Regulations of the Order and of this Lodge could subject me to disciplinary and/or legal action.

Signature of Renting Member: \_\_\_\_\_ Member No.: \_\_\_\_\_

Date: \_\_\_\_\_ Approved By: \_\_\_\_\_