

## HALL RENTAL RULES & AGREEMENT – Boilermaker's Local Lodge 85

**Hall Rental is permitted to the member him/herself or close family members with the member being in attendance at all times.**

Rentals are limited to 100 people or less. The rental rate will be \$75 per rental. A separate deposit of \$300 is required. The key must be picked up before 4 p.m. on the last business day before the rental. Business hours are 7:30 a.m. to 4:00 p.m. Monday thru Friday.

Decorations are limited to tables and counter top areas. No decorations can be hung on walls, ceiling, etc., with tape or other sticky materials.

Tables and chairs must be wheeled to the area where they will be set up. **NO DRAGGING OF TABLES AND CHAIRS.** Tables and chairs must be returned to their respective racks after your event. If the banners/flags are being removed from the hall area for your rental they must be folded/rolled neatly and placed in a safe area for storage. They must be returned to their stands and put in the appropriate place after your rental.

**CHILDREN MUST REMAIN IN THE HALL AREA WITH THEIR PARENTS. NO PLAYING IN THE LOBBY AREA. PLEASE DO NOT ALLOW CHILDREN TO PLAY OUTSIDE UNATTENDED EITHER.**

After your event you must remove **ALL** pop, beer, food items from the refrigerator. Counter tops and stove areas must be wiped clean. All trash is to be removed to the dumpster and new trash can liners placed in the cans.

The floor must be swept after your rental. Spills on the floors in the hall area, restrooms, and lobby areas must be mopped with clean, cool water (NO SOAP). Mop and bucket are located in the utility closet. Rental key works on the utility closet door. **PLEASE EMPTY MOP BUCKET AND RINSE MOP WHEN FINISHED.** Extra toilet tissue, paper towels and hand soap are also located in this closet.

**NO SMOKING IS PERMITTED ANYWHERE INSIDE THE BUILDING. IF YOUR GUESTS ARE SMOKING OUTSIDE, THE AREA NEAR THE FRONT DOOR MUST BE CLEANED OF ANY DISCARDED CIGARETTE BUTTS ON THE SIDEWALKS, GRASSY AREAS, ETC. AND PLACED IN THE TRASH CAN.**

The rental key must be returned promptly after your rental. It may be placed in the night drop in the front door of the building after you have locked the door if you wish.

The hall has been inspected prior to your rental and will be afterward. If any damage has occurred or has not been cleaned properly your \$300 deposit will not be returned and will be used to pay for any damage or required cleaning services.

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Acknowledgement of Receipt of these rules (Renter's Signature)

Date