

SHELTON ELKS LODGE B.P.O.E. #2467

FACILITY USAGE POLICY

1. Agreement by the user to the conditions set forth in this policy and the signing of the contract for usage is a prerequisite for the use of the Lodge Facilities. Violation of any of the stated conditions shall be grounds for immediate voiding of the contract and forfeiture of any or all monies paid. There shall be no verbal exceptions to this policy. Any exception or modification to the policy **must be in writing and approved by the Board of Directors of the Shelton Elks Lodge.**
2. Usage fees are as follows (all fees are not negotiable or refundable)

Use of Hall (4 Hours or less)	\$200.00
Use of Hall (4-8 Hours)	\$350.00
Use of Hall (8 or more hours)	\$450.00
Use of Kitchen	\$ 100.00
Bartending Services (by the hour)	\$ 10.00
Use of Outside Caterer	\$100.00
Use of our China and Silverware	\$ 50.00
Extra Day of Decorating or cleanup	\$ 50.00
Extra time vacating (more than 1 hour)	\$100.00

*****STACK OVENS ARE NOT AVAILABLE FOR YOUR USAGE*****

A Deposit of \$150.00 is required with Application refundable by US Postal Mail after inspection of cleanliness and Damages. The Full amount of Rent will be required on or before occupancy of the premises.

3. Usage time shall be no earlier than 9:00 am to no later than 12:00 midnight. The premises shall be cleared within 1 hours of estimated end time or an additional charge of \$100.00 will be assessed. The Lodge will provide a representative who will be present at all times the facility is being used. The Lodge representative will be available to open the Lodge 30 minutes before scheduled usage time and secure the premises at the conclusion of the functions. This individual shall be an Officer of the Lodge, and shall have full authority to enforce the terms of the rental agreement.
4. The attached contract may be terminated by either party at no charge provided that the notice of termination is provided by the terminating party to the other party in writing within 15 calendar days of the scheduled date of the event in the contract. If the Lessee provides the Lessor with a Termination Notice in less than 15 calendar days prior to the date that the event has been scheduled for, the \$150 deposit fee will be subject to forfeiture.
5. You, the user, are responsible for removing all decorations you put up for all personal and contracted property. You are responsible to ensure **all garbage from your event is removed from inside and outside the building** and placed in the outside dumpster. If your function causes the lodge to require an additional garbage pickup you will be billed for the additional costs. **Absolutely NO chewing gum, NO small glitter or confetti decorations are allowed. If chewing Gum is found in the carpet or in the Urnals you will be billed for cleaning.**
6. As noted above the china, silverware, utensils, pots and pans are available. **The stack ovens are NOT available for your usage.**
7. **Catered events by Elks Lodge** Food Prices includes first 4 hours of rent. Prices of catering are to be set by the Board of Trustees and are subject to change. See Catering price list.
8. Lodge fixtures, decorations, awards, emblems or other Lodge property will not be removed or rearranged for any reason.

I have read and understand all the terms and conditions of this contract.

Signature_____

SHELTON ELKS LODGE #2467

LODGE USAGE REQUEST CONTACT

Floor _____

Name of User: _____

Name of Sponsor: _____ Mbr. NO _____

Date of Usage: _____ Time(s): _____

Type of Activity: _____ Approx. No. of Guests _____

Contact Person: _____ Telephone No. _____

Address: _____

Request by Signature: _____ Date: _____

Date Acceptable: Yes _____ No _____ By _____ Exalted Ruler

User contacted by _____ Date: _____

Facilities/Services Required: Kitchen _____ Bar _____ Mini Bar _____ Lounge _____

Floor requesting _____ Tables/Chairs _____ Dishes/Silverware _____

Dishwasher _____ Janitor _____ Other _____

Food Service: Elks _____ Catered _____ By: _____

Liquor service: Elks _____ User _____ (banquet Permit/C1.12 Mixologist Permits required)

Special requests: Handicapped Access _____ Bartender _____ Servers _____

Other _____

Usage fee Quoted: \$ _____

Deposit: \$150.00 Total \$ _____ (to be paid at contract Execution)

BOARD OF DIRECTORS

The Board of Directors took action to Approve _____ Reject _____ this request on _____ 20__.

Comments _____

Attested to: _____, Board Secretary