

# MASONIC TEMPLE MEMBER IN GOOD STANDING - RENTAL AGREEMENT

130 South 6<sup>th</sup> St Council Bluffs, IA

Rental agreement is for use by a member in good standing of one of the affiliated bodies on the New Masonic Temple Association for the use of the main hall, kitchen area & parking lot (Note: Ten (10) parking spaces of the parking lot are leased on weekdays from 7 AM till 6 PM and will not be available during these hours). Agreement includes the use of the restrooms in the men's and ladies lounges on the ground floor only. Rental period is for four hours. There is an additional charge for every additional hour. Additional time agreed to in advance. Member may be asked to show their current dues card as proof of eligibility.

Note – agreement does NOT cover the following unless otherwise specified:

- Use of the games, pool tables, televisions in the lounge areas
- Any areas on the second or third floors

Table Arrangements: You may rearrange the tables and chairs in the main hall. You are responsible sweeping, mopping and returning them to their original arrangement upon completion. You shall remove all decorations, party occasion articles and other materials. Trash may be placed in the dumpster outside.

Cleaning and Custodial Service: You are your responsibility cleaning and custodial services. We can arrange for our custodian clean after your event for an additional fee. (Fee Minimum \$150)

### Use of Kitchen Facilities

You may use the kitchen for preparing, storing and serving food. You are responsible laundering and returning any of the kitchen linens.

### MASONIC TEMPLE RENTAL RULES

- No Smoking in the building
- No, alcohol, drugs or illegal activities or conduct on or about the property
- No vandalizing, disfiguring or destruction of property. The responsible party is accountable for any losses related to the event and will reimburse the Masonic Temple Association for the associated costs.
- The Masonic Temple Association will assign a representative to be present during your event. This person is our spokesperson to answer questions, protect our interests and make working facilities available as appropriate. They are not the custodian but can give guidance as needed.
- The Masonic Temple Association is not responsible for any loss or damage to personal property and/or injuries to you or your guests.

DATE OF EVENT	START TIME	STOP TIME
ELEMENTS OF AGREEMENT		COST
Rental Fee for four hour period \$75		
Additional Time (\$25/hour)		
Use of Major Kitchen appliances, utensils, and/or service ware – no extra charge.		
Custodial Services upon request (\$150 minimum)		
TOTAL DUE IN ADVANCE		

SIGNATURE OR MASONIC TEMPLE MEMBER/ RESPONSIBLE PARTY \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL/ HOME PHONE \_\_\_\_\_

Signature of Masonic Temple Association (MTA) Representative \_\_\_\_\_

MTA CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_