

Protocol for Member Rental of Lodge Hall

(Effective January 2016)

This protocol shall govern rental of the Lodge Hall by members of the Windsor Odd Fellows (WOF) Lodge. Such members may “rent” the Lodge Hall at no charge, subject to the following terms and conditions:

1. Renter shall be a member of the Lodge in good standing for a period of at least two years.
2. Renter shall use the Lodge only for his/her personal use for the member and the member's immediate family (e.g. birthday party for the member or member's child, grandchild or parent; wedding; anniversary; etc.), and not for the use of others. The sale of alcoholic beverages of any kind is prohibited.
3. Renter shall not use the Lodge for commercial, retail, religious, or political purposes, nor shall the Lodge be used for any fundraising event for the Lodge member nor any organization or cause that the Lodge member wishes to benefit.
4. Renter may use the Lodge two days per calendar year, not to exceed twelve (12) hours per event. A member's twice-per-calendar-year privilege to use the Lodge under this protocol is personal and is not transferable to any other member.
5. Renter shall have received training in Hall Operations within three months of rental, or shall have a Member of the Lodge in attendance at the event at all times who has received such training in Hall Operations within three months of rental.
6. Renter shall sign a contract with the Hall Board Association governing the member rental of the Lodge Hall. Renter must acknowledge that they have read, understand, and accept these Lodge Rental Policies. Additionally, the Renter must provide an Insurance Certificate naming both the **“Windsor Odd Fellows Lodge #215”** and **“The Odd Fellows Hall Association of Windsor, Inc.”** as “additionally insured” with a minimum of \$1M coverage. It is the Renter's responsibility to insure the conditions expressed herein are followed and the proper paperwork has been submitted. These requirements will be strictly adhered to and failure, by the Renter, to meet these conditions will result in the Renter being denied use of the Lodge.
7. Rental shall be subject to availability of the Lodge and may not be reserve the Lodge more than 6 months in advance of the rental date.
8. Renter shall pay a non-refundable booking fee (currently \$75) for each rental, unless renter has personally received training in Hall Operations within three months of rental in which case the booking fee is waived and shall not be paid. Renter shall not pay a security deposit or hourly rental fee.

Signed: _____

Date: _____

Print Name: _____