

# Usage of the Lodge Building and or Property

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- 1) The purpose of this document is to provide a set of rules and regulations for the use and rental of the building and or property for both Masons in good standing and for non-masons that may wish to rent the dining room (hall), residential kitchen, stage, tables, & chairs.
  - A. The second floor, which includes the lodge meeting room & stairway; and the basement, including the stairway, **is not** to be rented or otherwise made accessible for any non-Masonic events.
  - B. Rental and security fees are not negotiable and are due prior to the event.
    - a. Checks are to be made payable to ‘Wayne Lodge #416’
  - C. All rentals Agreements must be made through one of the lodge's three trustees and no one else. **No exceptions.**
  - D. Rental of the hall includes use of the hall, tables, chairs, coffee maker (renter will supply coffee, sweeteners & creamers, Lodge supplies filters, carafes’, & coffee maker), and residential kitchen appliances (stovetop, oven, refrigerator, microwave, & sink). The fryers are **NOT** available for use!
  - E. The renter is responsible for their own utensils, and serving products (plates, cups, napkins, serving dishes & utensils, etc.)
  - F. All trash must be removed from the lodge – Carry in – Carry out
  - G. The floor must be free of all trash and broom clean. Tables must be free of food and liquid.
- 2) Security deposit:

Masons in good standing:	None Required
Non - Masons:	\$100

A security deposit will be required from ALL renters to assure that the property, hall, kitchen, coffee maker, & stage are cleaned and that garbage is removed from the premises. Any breakage, apart from normal wear, will require replacement with an item of equal or better quality or with forfeiture of the replacement cost from the security deposit. Should the breakage or damage of Lodge property exceed the amount of the security deposit, the renter is responsible to cover the full cost of all damage or breakage. The security deposit will be returned upon a satisfactory inspection after the event.

- 3) Rental Rates: are for a standard 8 hour day:
- A. Hall includes dining room, coffee maker, residential kitchen, tables, chairs and the stage.
    - i. Masons in good standing:  
Rate: \$65
    - ii. Non - Masons:  
Rate: \$100
- 4) Tables and chairs: For Masons in good standing ONLY.
- A. Rental is for 2 days.
  - B. Damaged and broken items **MUST** be replaced or paid for by the renter.
    - i. Rate: \$50

I, the under signed, have read and agree to the above terms pertaining to the rental of the property of Wayne Lodge, Free and Accepted Mason Lodge #416.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_