

RULES AND GUIDELINES FOR THE ONGOING RENTAL OF THE ODD FELLOWS RECREATION HALL

- _____ **Personal Responsibility and Liability:** The applicant (the responsible person) assumes all responsibility for the conduct of the group using the facility and shall be held liable for any damages that occur during the period of use, and will be billed for any damage repairs. Renter shall comply with all government statutes.
- _____ **Indemnification:** Neither the Odd Fellows nor any of its agents or members shall be liable for any damage or injury to any renter, or other person(s) or to any renter's personal property occurring on the premises. Renters agree to hold the Odd Fellows its agents or members harmless from any claim for damages no matter the cause.
- _____ **Insurance:** Every renter must provide proof of insurance, a standard \$1,000,000 liability policy naming Oustomah Lodge #16 as an additional insured. It must be received 30 days before your event.
- _____ **Use of the Kitchen area:** The kitchen is for heating & serving food, and clean up only. The Kitchen is not for actual food preparation. We are not licensed as a commercial Kitchen.
- _____ **Smoking:** Smoking, including e-cigarettes, is not allowed anywhere inside the building, and smoking outside the building is prohibited by city ordinance in the Historic District If there is evidence of smoking in the building your deposits will not be refunded.
- _____ **Children at the Hall:** Children play a big part in the activities at the Odd Fellows hall, and if your event involves children under the age of 18, they must have adult supervision at all times.
- _____ **Hours:** Events may take place from 8:00 am to 12:00 midnight.
- _____ **Noise considerations, (Weekdays):** The entire lower floor of the Odd Fellows building is leased to businesses; therefore between the hours of 8:00 am and 5:00 pm we must have low impact bookings. If you teach or have dance classes the music must be kept reassembly low, so it does not disturb the tenants below, and the dancers must use dance slippers, soft soled shoes or socks and not street shoes.
- _____ **Noise consideration, (Night time):** The Odd Fellow's hall is located near hotels, apartments and houses; therefore reasonable consideration is necessary concerning the volume of amplified music as well as attendees making noise outside the building.
- _____ **Clean-up:** Remove all garbage from the building as well as the outside, 20 feet in all directions from the entry doors. Put all chairs and tables back along the side of the stage.

Sweep and mop the floors and clean the kitchen and bathrooms, Brooms, mops, dust pans, mop buckets and other cleaning tools and supplies can be found in the Utility Room.

_____ **Check out:** Turn the heat and air off, except in winter leave heat at 58 degrees. Turn all lights off. Make sure all doors are locked.

_____ **Safety:** I certify that I have seen and read the posted safety instructions, including directions for the use of fire extinguishers, and evacuation of the hall in an emergency.

_____ **Attorney Fees:** In any legal action brought by either party to enforce the terms hereof or relating to all the demised premises, the prevailing party shall be entitled to all costs incurred in connection with such action.

_____ **Indemnification:** Neither Oustomah Lodge #16 IOOF nor any of its Agents or Members shall be liable for any damage or injury to any *Renter*, or to any other person(s), or to any property occurring on the premises or any part thereof, or in common areas thereof, unless such damage is the proximate result of the negligence or unlawful act of Banner Oustomah Lodge, its Agents or Members. Renter agrees to hold Oustomah Lodge #16 IOOF, its Agents and Members harmless from any claims for damages no matter how caused.

The undersigned agree to these rules and guidelines and they are considered part of the rental contract.

Signature of Responsible party _____ Date _____

Signature of Rental agent _____ Date _____

Signature of Treasurer _____ Date _____

Signature of 2nd Lodge Officer _____ Date _____

Approved by Oustomah Lodge #16 on _____