

WEBSTER GROVES MASONIC TEMPLE

Request for Use of Facilities

Date of Event: _____

Date of Request: _____

Number of People Expected: Adults _____

Children: _____

Area(s) requested:

☐ Banquet Hall

☐ Youth Room (Building Organization Tenants Only)

☐ Kitchen

☐ Second Floor Rooms

☐ Grounds

☐ Lodge Meeting Room (*Pending Temple Board approval*)

☐ Parking Lot

Set-Up Time: _____

Requested by: _____ Start Time _____ **Close Time*** _____

Address: _____

Phone: (_____) _____ or (_____) _____

E-Mail: _____

Organization Name: _____

Purpose of Event: _____

Responsible Party: #1) _____ Phone (_____) _____

Responsible Party: #2) _____ Phone (_____) _____

Set up and cleanup must be provided by the Applicant.

Applicant agrees that in the use of the facilities to indemnify, defend and hold harmless Webster Groves Masonic Temple Association, its officers, and members from claims, suits, and losses for personal injury or property damage arising from negligent act of applicant, its members, and/or invitees in connection with its use of the Premises. ***Close time is when the applicant expects to be ready to vacate the premises.** Additional Rules and Procedures that apply to the use of the building are on the back of this page. A \$250.00 refundable security deposit is due with the submission of this form.

I have read and understand the Procedures and Rules (especially pertaining to the Kitchen and Dining Room) on this form and agree to abide by them.

Applicant's Signature: _____ Date: _____

Masonic Family Reference (*if applicable*) _____

Name of Lodge/Chapter or other Order (*if applicable*) _____

OFFICE USE ONLY

Temple Board: ☐ Approved ☐ Denied Date: _____

Fee: \$ _____

Date Available: ☐ Yes ☐ No Date Applicant Notified: _____

Who will open? _____ Phone No. _____

Who will close? _____ Phone No. _____

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APPLICATION PROCEDURES:

1. Applicant or person receiving request must confirm the availability of the desired facilities with the Building Scheduler,
2. If the facilities are available, the form on the opposite side must be filled out completely. Your request will be referred to the Webster Groves Masonic Temple Association to be considered at their meeting, which is the second Thursday of each month. Contingent upon timing, interim action by a minimum of two Board members is required.
3. Application will be confirmed upon receipt of a \$250.00 refundable deposit. This deposit shall be refundable in full or part as determined by the Temple Association if:
 - a. Applicant has properly cleaned the space used (to be addressed on the spot by the representative of the Association that is on site at the time of use)
 - b. If there are damages, the full deposit will be initially withheld and the applicant will be billed or refunded the difference of actual cost of repair.
 - c. **If there are damages to the Chairlift, the applicant will forfeit the entire deposit**
4. Deposits are fully refundable up to 60 days prior to the date of the event. Deposits are non-refundable if the event is cancelled within 60 days of the event.
5. The applicant will be advised of approval/denial of all documented requests and the fees established. A copy of the approval request will be provided.
6. Use of the Youth Room is limited to Building Tenant Organizations only and will be contingent upon approval of Bethel 19, Job's Daughters and/or Carondelet Chapter DeMolay.

RULES:

1. Groups are required to leave the facilities clean and orderly. If the facility is not left in proper order with the floors swept and mopped, the original security deposit will be forfeited.
2. Applicant is responsible for turning off the lights and securing all doors and windows.
3. Applicant will use only the rooms requested.
4. Applicant is responsible for the supervision of the group and for the group's conduct and actions and to see that no hazardous conditions are created or allowed to exist. Children **cannot** be left unsupervised.
5. Applicant will conduct its business so as not to disrupt other meetings in the building.
6. Applicant is expected to bring their own supplies, unless other arrangements have been made. Special arrangements must be made at the time of request for the use of china, silverware and glassware.
7. Alcohol is permitted in the building but each group is required to provide a separate indemnity agreement and provide proof of their Liquor License.
8. Smoking is NOT permitted in the building or within 15 feet of any entrance. No open flame is permitted in the building at any time.
9. Applicant is responsible for any damage to the building and will be billed if more than the \$250.00 security deposit.
10. Fees for usage are non-refundable and are due upon approval (see #2) by the Board.
11. No properties belonging to the Temple (or any part thereof) shall be taken from the building or grounds without permission of the Board.
12. Elevator and Chair Lift
 - a. The elevator shall, at all times, be operated in a prudent manner.
 - b. The chairlift must be operated by a Temple Board representative and **shall not** be used to transport cargo.
13. Kitchen and Dining Room Rules:
 - a. If any tables or furniture is moved it shall be returned to its original position.
 - b. All trash must be emptied before leaving.
 - c. All lights, ovens, stove and exhaust fans must be turned off before leaving.
 - d. Tables and counters must be wiped down before leaving.
 - e. No food or drink shall be removed from the Dining room.