

Local 330 Hall Rental Agreement

By rented the Local 330 Hall, the renter agrees to the following terms and conditions. Failure to comply with the following terms and conditions may result in one or more of the following: Loss of rental fee, loss of deposit, and/or loss of rental privileges. The hall is only available to Local 330 members, retirees and credit union employees. The renter must be present at the event.

Rental Fees: Beginning 1/1/2015 the hall rental fee is \$250.00.

A deposit of \$100.00 is required on all rentals

Payment Rules: The deposit must be made the day the renter agrees to rent the hall. The rental fee must be paid in full when the key is picked up.

Cancellation: Rental dates must be canceled 30 days prior to the rental date. Any cancellations within 30 days will result in the \$100.00 deposit being forfeited.

Key Return: If the hall key is not returned within 72 hours after the rental date, the \$100.00 deposit will be forfeited.

Rental Rules: The renter will have access and use of the hall then entire date that has been rented. This includes use of the hall, kitchen, and the refrigerator.

The sound system and televisions in the hall may be used, but no modifications are permitted. I.E. modifying cables and or connections.

Setup the night before will be permitted if the hall is not in use.

Parking: Parking in the bank lot is permitted after banking hours. Never park in the ATM lane. Complaints will result in forfeiture of deposit and rental privileges.

Cleaning: After hall use, the renter must complete the following tasks:

1. Take out all trash and replace all can liners
2. Wipe down and put all tables and chairs back on racks/carriers
3. Wipe down all counter tops and bar
4. Clean stove and any kitchen items that have been used.
5. Remove all items from refrigerator
 - a. Do not store any ice or place a keg in the refrigerator.
6. Clean both men's and women's bathrooms and restock paper products.
7. Sweep and mop floor in hall, behind bar, bathrooms and kitchen.
8. All cleaning products, paper products, mops and brooms are located in the two closets outside the men's room.

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The hall will be inspected after every rental by an Eboard member or their designee. If the renter has failed to follow this rental agreement, the renter will be advised on what actions have been taken in regards to their rental.