

USE AGREEMENT



Greetings,

Welcome to the Fraternal Order of Police Grand Rapids Lodge #97 and thank you for choosing us for your event. We are sure you will enjoy the use of our smoke free 250 person

capacity hall which has a full commercial kitchen, large bar, and dance floor.

Prior to using our Lodge, a \$ deposit must be posted. This deposit will assure us that the below listed rules and requirements are followed, failure to comply will result in the

forfeiture of your deposit. It also reserves the date you have chosen. **If you cancel your date within 30 days of the rental day your deposit will be forfeited.** The deposit will be

refunded by mail after the facility has been checked for clean-up and damages by a member

of our Building Maintenance Committee.

The Use fee of \$ is do the day of your event. This will allow you to use the Lodge for a six (6) hour block of time. Additional time, prior to your event, can be obtained for \$15

per hour.

The listed rules and requirements must be followed to assure the return of you deposit.

1. The event must end no later than 12:00 a.m.
2. The facility must be cleaned and vacated by 1:00 a.m.
3. You are liable for all damages that may occur during your event, even if the damages exceed the deposit amount.
4. **ABSOLUTELY NO ENTERTAINMENT OUTSIDE.**
5. The poker tables may be used, but not moved.
6. Smoking is **not** allowed inside the building.

- 7. Drinking of alcohol outside the building is prohibited.
- 8. No alcohol sales without a permit from the Grand Rapids Police Department and a license from the Michigan Liquor Control Commission. This also includes any "cover" charge to cover food if alcohol is also being served.

Clean-up Procedure:

- 1. All hard floors must be swept.
- 2. All tables and counter-tops must be cleaned.
- 3. All garbage containers emptied and bags put in the dumpster.
- 4. If the stove/oven was used it must be cleaned. Please leave the pilot lights lit.
- 5. Both bathrooms must be cleaned. (Wiped down and garbage emptied)
- 6. The parking lot must be free of garbage.
- 7. **ABSOLUTELY** no plaques, trophies, wall hangings, or photographs may be moved or taken down.
- 8. Decorations are **NOT** allowed to be attached to the walls, ceilings, pillars, or bar.
- 9. The FOP membership rate is only applicable if the member is going to be present during the event, the entire time.

The following cleaning supplies are provided and located in the utility closet:

- 1. Brooms
- 2. Mop and bucket
- 3. Sponges and bucket
- 4. Concentrated multi-purpose cleaner

Separate, sign, and mail to: Fraternal Order of Police Lodge #97,
 01 Monroe Center NW,
 Grand Rapids, MI 49503

I, the user, have read and understand all of the rules and requirements and further understand that failure to comply with these rules and requirements will result in the forfeiture of my deposit.

Signature of User: _____ Date: _____

 Signature of Building Maintenance Committee Member:

 Date of Rental: _____

Please Print User's name _____

Address _____

Phone number _____