

# USE AGREEMENT



Greetings,

Welcome to the Fraternal Order of Police Gerald R. Ford Metro Lodge No. 97 and thank you for choosing our facility. We are sure you will enjoy the use of our smoke free 200 person capacity hall, which has a full commercial kitchen, large bar, and dance floor.

Prior to using our facility 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 amount 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 is due the day of your event. This will allow you use of the lodge for the designated time.

**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 must not be 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.

Clean-up procedure:

1. All hard floors must be swept and mopped.
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 maybe moved or taken down.
8. 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

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Separate, sign, and mail to: FRATERNAL ORDER OF POLICE  
GERALD R. FORD METRO LODGE NO. 97  
01 Monroe Center,  
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: \_\_\_\_\_