

Knights of Columbus
Hall Rental Rules

1. This hall rental agreement is between the Shawnee Home Association (SHA), dba Knights of Columbus, and the Renter.
2. The hall is available for rent by an individual adult, 21 years of age or older. The hall rental agreement must be in the individual's name and signed by the individual. The individual signing the agreement is considered the responsible party and is liable for the actions of guests, damages, and payment. Once this room rental agreement is signed, it may not be transferred to another person.
3. **RESERVATIONS IN ADVANCE** - Reservations may be made up to one year in advance and is available on a first come, first served basis. A calendar showing hall availability may be viewed at <http://kofc2332.org/>. Hall availability as shown on the calendar is subject to any prior rental agreement.
4. Reservations for a year in advance will be accepted on the first working day of the month for the same month of the next year (e.g. January 2013 rentals are accepted the first day of January 2012).
5. **DAMAGE/SECURITY DEPOSIT** - A damage/security deposit is required for all hall rentals at the time the Rental Agreement is signed. All checks are cashed and deposited upon receipt. Checks will not be held and post-dated checks are not acceptable. In the event that damage exceeds the security deposit, the SHA may assess additional charges. The hall will be inspected by the Hall Manager or a SHA representative after completion of the event and clean-up. If the hall is found to be in satisfactory condition, the Hall Manager and Renter copy of the hall rental agreement will be approved for full refund. A refund check for the damage/security deposit will be mailed to the Renter of the hall within ten (10) days. If the hall is found to be unsatisfactory, the Hall Manager and Renter copy of the hall rental agreement will be annotated in the comments section with description of unsatisfactory condition and disposition of the damage/security deposit (e.g. additional costs deducted from refund).
6. **RENTAL DEPOSIT** - A rental deposit equal to 50% of the total rental fees is required at the time the Rental Agreement is signed. The balance of the total rental fees is due no less than two weeks prior to the event. Failure to pay final balance at least two weeks prior to the event will result in cancellation of event and loss of damage/security and rental deposit.
7. **CANCELLATIONS** - In order to receive a full refund, cancellations must be made no later than one hundred twenty (120) days prior to a scheduled event. Cancellations made less than one hundred twenty (120) days prior to a scheduled event are subject to the loss of the rental deposit. Cancellations made less than sixty (60) days prior to a scheduled event are subject to loss of the damage/security deposit and the rental deposit.
8. **CLEAN-UP** - Renter is responsible for clean-up of the hall at the conclusion of the rental that includes removal of all items, food, beverage, tablecloths, table decorations, trash pick-up, removal of decorations, removal of trash to outside dumpsters, and stack chairs on tables. The hall should be left in the condition it was found. Failure to clean-up hall will result in forfeiture of damage/security deposit. The renter shall be responsible for clean-up of trash in the parking lot and grounds immediately after the event.
9. SHA will have right to enter hall during rental setup and occupancy.
10. No birdseed, rice, artificial or real flowers, or loose materials may be thrown inside or outside the building. No loose glitter, sparkles, sequins, artificial flower petals etc., may be used for decorations. No bubbles inside of hall or on grounds around hall.
11. **DECORATIONS** - No decorations are allowed on walls, ceilings, or lighting fixtures. The use of cellophane, adhesive tape, nails, staples, screws, etc. is not permitted. If masking tape is used, it must be removed at the end of the rental.
12. Any decorating, covering, or changes to the facility should be discussed at time of the rental agreement submission with the representative of the SHA and put in writing as part of the rental agreement.
13. The use of tables, chairs, and other equipment is available for use within the hall. The tables and chairs may not be moved outside of the hall. Placement, relocation, or arrangement of equipment other than tables and chairs is not permitted. Outside tables and chairs may be brought into the hall by the Renter subject to approval by the SHA.
14. All decorations shall be put up and taken down during the hours specified in the rental agreement. Advance setup of decorations and other items outside of the time specified in the rental agreement is not allowed unless approved by the rental representative of the SHA.
15. Storage facilities are not available for use by Renter. All items must be removed at the end of the rental.
16. All setup and clean-up by Renter must be completed within the time specified in the rental agreement.
17. Foreign substances may not be used on the floor.

Renter Initials _____

Date _____