

GEORGE WASHINGTON MASONIC CENTER

TENANT RATE SCHEDULE AND AGREEMENT

2017

This agreement is effective January 1. 2018

All meetings will be scheduled on the Lodge Calendar. This includes the Library, Lodge Room, Dining Room and Kitchen and upstairs rooms. Meetings and use of any part of the building other than those established by the agreement must be scheduled with the building Manager subject to Building Board approval. Set-up time for all meetings in the Lodge is 5 PM unless permission is granted for an earlier time.

REGULAR OR SPECIAL MEETINGS

MEETING RATES

Tenants - Includes use Kitchen, Dining Room, and Lodge Room. (Rate guarantees two meeting nights a month, 12 months a year).	\$385.00 monthly
Upstairs Lodge Room only, two meeting nights a month, 12 months a year	\$110.00 monthly
Tenants - Includes use of Kitchen, Dining Room and Lodge Room (rate guarantees one meeting a month, twelve months a year).	\$220.00 monthly
Upstairs Lodge Room one meeting a month, twelve months a year.	\$77.00 monthly
Tenants - Office or storage space (each)	\$88.00 monthly

TENANTS ADDITIONAL PER DAY MEETINGS

COST PER MEETING

Tenants - Includes use of Kitchen, Dining Room and Lodge Room (rate is per meeting other than guaranteed).	\$137.50
Tenant - Lodge Room	\$110.00
Tenant - Dining Room and Kitchen	\$110.00
Tenant - Kitchen	\$77.00

YOUTH GROUPS - EXTENDED ACTIVITIES

Tenant Youth Groups include use of Kitchen, Dining Room, and Lodge Room. No charge for extended activities, which follow a meeting for which rental fee has been Paid; However; All tables, chairs and furniture must be cleaned and put back in proper places. Floors will be left in respectable condition. ALL DECORATIONS must be completely removed. This is when the activity follows an Installation, Reception, etc. If janitorial service is necessary, Youth Group will be charged accordingly. \$110.00

POT-LUCK AND REGULAR DINNERS (MEALS)

There is no charge for tenant members and guests for meals served before or after a regularly scheduled meeting. There is no charge to the organization preparing and serving meals for a Tenant Masonic Group before or after a regularly scheduled meeting. **The kitchen and dining room must be cleaned after every use. The kitchen consists of WASHING and PUTTING AWAY ALL DISHES, SILVERWARE, GLASSES, POTS & PANS, UTENSILS, CLEANING THE STOVE, REFRIGERATOR, COUNTERS AND FLOORS and must meet current health standards. The dining room tables are to be cleaned and chairs replaced and all garbage removed. Tenants who fail to properly clean the dining room & kitchen after a function will be charged a custodial fee of \$100.00 and my lose future privileges.** All clean up must be completed before leaving the building unless other arrangements are made with the Trustee's and Janitorial staff.

FOOD HANDLERS PERMIT

Health Department requires a catering service preparing and serving meals to have a current food-handling permit. The permit should be posted in the kitchen when using the facility. All food safety rules and food prep rules are to be followed.

BUILDING SECURITY

Each Tenant Group will receive a security entry code, and instruction on how to enter and exit the building. Tenant Groups are responsible for the correct use of entry code, and security of the building upon exiting. All doors are to be checked and locked, lights turned out in all rooms except the side door and back door hallways. Gates are to be closed and secured. False alarms and unsecured doors are the responsibility of the last tenant in the building. Costs incurred for false alarms, and any loss of property for failure to secure the building will be the responsibility of the tenant. Any breach of the security system which includes lights left on, doors left unlocked and the security alarm left unarmed, will result in the following measures:

1. First offense will result in a written warning.
2. Second offense will result in a fine of \$50.00.
3. Third offense will result in a fine of \$100.00
4. Additional offenses may result in a suspension of all privileges under the terms of this agreement.

ALCOHOL

The use of alcohol in the building is prohibited without the expressed consent of Washington Lodge and all the requirements of Grand Lodge. Any request to use alcohol on the premises must be submitted on the One-Time Rental Agreement - Alcohol Event (OTRA-AE) provided by the Grand Lodge of Oregon. All the terms and conditions of the OTRA-AE agreement are incorporated by reference herein.

OTHER TENANT RESPONSIBILITIES

Tenants will report immediately to the contact person any damage to the property, or failure of equipment. Tenant group who caused damage may be required to replace or repair damage.

Violation or disregard of tenant requirements is reason for termination of tenant's use of the property.

LATE CHARGE: A late fee of \$35.00, (not to exceed 10% of the monthly rent), shall be added and due for any payment of rent made after the 5th business day of the month.

(Please print)

DATE:

AGREEMENT DAYS AND TIME:

TOTAL RENTAL SPACE:

TOTAL COST:

ORGANIZATION:

SECRETARY:

ADDRESS:

PHONE:

SIGNATURE:
