

APPLICATION
FOR
Building or Facilities Rental

Mokanna Lodge # 329 F&AM
4925 Clarcona-Ocoee Road
Orlando, Fl. 32858-0339

Mokanna Lodge # 329 F & AM agrees to make available the following facilities:

Dining Room Dining Room & Kitchen Lodge Room McNary Park

TO:
Name: _____

Address: _____

Phone Home #: _____ Phone Cell: # _____

E-mail Address _____

Second Contact: _____ Phone # _____

E-mail Address _____

References 1: _____

Phone #: _____

References 2: _____

Phone #: _____

References 3: _____

Phone #: _____

Date: _____ **Hours:** From: _____ To: _____

MOKANNA LODGE # 329 F & AM
Rental Agreement and Regulations

RENTAL FEES: The rental fee shall be for the sum of \$ 500.00, and is subject to Florida Sales Tax.

A non refundable Reservation Security Deposit in the amount of \$ 250.00 will be required and accompany the Rental Agreement Application submitted to the Mokanna Lodge Rental Committee. This application must be signed by both parties and submitted for approval at least 30 days prior to the rental date. The balance of the rental fees will be due 10 days prior to the event.

The Reservation Security deposit is refundable if notice of cancellation is given in writing no less than 30 days prior to the scheduled event date providing that Mokanna Lodge had not refused rental to another party for the same date. In the event of cancellation, any or all part of the Damage Deposit not used will be fully refunded. In the event that the Lodge is not available due to an act of God or other causality or scheduling conflict, the Reservation Security Deposit and the Damage Deposits will be refunded in full. Mokanna Lodge's sole and exclusive remedy shall be the return of any and all fees or deposits and not transferable.

DAMAGE DEPOSIT: An additional refundable damage deposit in the amount of \$200.00 is required (separate check) for all rentals and is not included as part of the Reservation Security Deposit. The Damage Deposit will accompany the Rental Agreement Application and Reservation Security Deposit. This deposit will be refundable upon the completion and approval of the check list by both parties and assuring that no damage has been done to the building or loss to any of its contents or property during said event. Such deposit may be held up for up to four (4) weeks following date of rental. To the extent required, the damage deposit shall be used to repair any damage or pay for any loss. Any damage or loss occurring in excess of the deposit shall be paid to Mokanna Lodge # 329 immediately upon demand. This may include the cost of time spent by any member or contractor and to include any and all materials used necessary to effect the clean up or repair the premises. Persons signing this agreement agree to make immediate settlement for any such losses or damages. The full extent of the law will be used by Mokanna Lodge if payments are not made in full.

CUSTODIAN FEES: An additional fee of \$ 10.00 per hour (including any portion thereof) shall be paid directly to the Mokanna Lodge Representative at the conclusion of the event. This representative will be on site acting as the custodian of the Lodge throughout the event and all situations will be directed thru him. The fee to the custodian is subject to a minimum of four hours.

OTHER:

- All deposits and rental fees paid to the Lodge will be in the form of a **cashiers check** or **money order** and made payable to Mokanna Lodge # 329 F & AM.
- The fees are based on rental for a single event for a single day. The lodge rental hours are from 7 AM and closed by 1 AM. The rental time will include all time required for set up and preparation, and clean up after the event and vacating the property.

- The above rental times means that all music and activity should cease by 12:00 midnight, allowing for one hour for cleanup
- The Lodge Room may not be used except for Divine or Memorial Services.
- Special negotiations may apply for the use of the entire Lodge Building or for extend periods of time.
- The use of the Lodge facilities by continuous use groups may require special arrangements with the Mokanna Lodge Rental Committee and approval by the membership.
- Refund of the Damage Deposit will be determined by the completion of the Lodge Property Check List. This check list will be completed by the Renter and Lodge Custodian immediately before and after the use of the facility.

INSURANCE: The Renter will be responsible for providing insurance coverage for the duration of the event to include liability and personal injury coverage in the amount of not less than 1 million Dollars per incident. Proof of insurance must be provided to Mokanna Lodge at least 10 days in advance of the event.

INDEMNIFICATION: Renter agrees to indemnify fully and save and hold harmless Mokanna Lodge # 329, its officers, members and the Grand Lodge of the State of Florida, against all damage, claims, liabilities and causes of action of every kind and nature, to the extent they are caused by the conduct of the Renter, its visitors, agents or employees.

WAIVER OF CLAIMS: Mokanna Lodge # 329 and its members, agents, employees, contractors and the Grand Lodge of the State of Florida shall not be liable for, and Renter hereby releases all claims for, damage to or loss of personal property sustained by Renter or any person claiming through Renter resulting from any fire, accident, occurrence, theft in or upon the Rented Premises or building of which they shall be a part, or of adjoining or contiguous property of buildings, provided same are not due to negligence of the Lodge, its agents or employees.

NO SUBLEASING: The Renter agrees that they are they only entity renting the facility and will not sublease any portion thereof or their full rental time to another party. If subleasing occurs the Renter shall forfeit all deposits and may be subject to additional claims for damages.

RULES AND REGULATIONS: The following rules and regulations are to be strictly adhered to by the Renter and will be enforced by the Mokanna Lodge Custodian. Any violation thereof may result in the immediate expulsion of the renter and all guests from Mokanna Lodge property and revocation of any refunds and or all fees or deposits.

Actions Causing Immediate Expulsion:

- Damage to equipment, building, or property:
- Failure to vacate the building at the time scheduled.
- Use of unauthorized rooms or space in the Lodge.
- Misrepresentation of your organization or the type of activity.
- Allowance of Any Prohibited Activities

Prohibited Activities and Actions:

- **The serving, use, consumption, possession or sale of any form of alcoholic beverage or any illegal or controlled substance, are absolutely forbidden on Mokanna Lodge property**
- **Gambling and or games of chance are absolutely forbidden on Mokanna Lodge property.**
- The use of tape, streamers, nails, tacks or staples on the tables or walls is prohibited as is the use of glitter or confetti. No decorations will be hung from the ceiling.
- The use of rice and or birdseed within the building is prohibited, however it is allowed outside the building. All remnants of such materials will be swept free from all concrete sidewalks porticos and driveways at the entrance of the building.
- Excessive noise or disturbances shall not be permitted and are the responsibility of the Renter to conform to.
- No weapons, firearms or fireworks are allowed on the property.
- The use of profanity or obscene language is prohibited.
- Smoking is not allowed anywhere inside lodge buildings. All remnants of smoking outside the buildings must be removed as part of the post-event cleanup.

Facility Care

The Renter is responsible for the following care of the Lodge Facilities:

- Clearing the tables including renter's table cloths.
- Sweeping the floor and damp mop or vacuum when and where necessary.
- Placing all trash in lined garbage containers provided by Lodge.
- Removal of all trash to dumpster located outside facility.
- Clean up all spills from floors, counters, and tables.
- Removal, without damage to facilities, all decorations, plants, etc., not on site prior to your arrival
- No grease is to be poured in sink drains. Grease is to be poured into receptacles and deposited into the dumpster.
- Kitchen work tops and appliances are to be cleaned.

Miscellaneous:

- The Renter is responsible for any and all electrical equipment needed or used on the property and that the use of said equipment does not exceed or cause an overload to the electrical system.
- Renter will complete and retain a copy of the Lodge Rental Check List to facilitate the refund of any deposits due.
- The lodge is not responsible for articles left in the building.
- The Renter agrees to comply with all City, County, State and Federal laws.
- The signatory (sponsors) of any event will be held strictly accountable for the conduct of all individuals participating in the event or on Lodge property during the event. All minors and especially children under age 12 must be under adult supervision.
- Vandalism, breakage and possible hazardous conditions must be reported to Lodge representative on duty during the event.
- The building occupancy or any room thereof shall not exceed the City Code limits posted.

Mokanna Lodge Secretary Rental Tracking Sheet

Renter:

Date:

Total Fee(s): \$ _____
_____ (Signature of Person Responsible)

Reservation Deposit: (-) \$ _____
_____ (Name of Organization)

Date Received: _____
_____ (Signature of Committee on Lodge Rental)

Balance Due: \$ _____ Date: _____
(10 days prior to event)

Date Received _____

Damage Deposit: \$ _____ Damage Deposit Date: _____

Mokanna Lodge # 329 Rental Check List

KITCHEN:

IN OUT

- / Refrigerator: Clean, free from food and in working condition
- / Microwave: Clean and in operation condition.
- / Sink and counter tops clean and free from debris and stains. Doors and drawers in operable condition, laminate not damaged or chipped. No water damage.
- / Floor: Swept clean & damp moped
- / Appliances cleaned and free of any grease or cooking residue.
- / Utensils, pots and pans silverware and all dish and serving ware washed clean.

RESTROOMS:

IN OUT

- / Commodes in clean condition, bowls not plugged or backed up, porcelain not cracked or broken.
- / Toilet partitions and doors clean and in working condition, free from damage.
- / Toilet paper holders & soap dispensers undamaged.
- / Sinks, vanities & mirrors clean and undamaged.
- / Floors cleaned.
- / Water turned off and no standing water or leaks.

Dining ROOM:

IN OUT

- / Folding tables and chairs clean, undamaged and extra chairs returned to proper storage place.
- / All Doors closed and locked and in operable condition, undamaged.
- / Entrance area furniture & floor are clean and free of stains, rips or other damage.
- / Tile floor swept and mopped, carpet vacuumed.
- / Fans are undamaged and in operable condition.
- / All lights and AC (or heat) are turned off, in entire building.
- / All walls free of damage or defacing.
- / Building properly locked and secured upon leaving the property and the key is returned to the lodge representative.

OUTSIDE GROUNDS AND PARKING AREA:

IN OUT

- ___/___ Exterior area around the building and parking lots to be free of paper cups, glass or plastic bottles, broken glass or cans and other garbage or party debris.
- ___/___ No damage incurred to landscape areas.
- ___/___ Vehicles are to be parked in parking lot or designated areas only.
- ___/___ All fences and gates secured and locked.

Building Usage Log:

Time Arrived _____

Time Departed _____

Total Activity Time _____

Custodian _____

COMMENTS: