

Richmond Heights Kiwanis Lodge

Rules and Regulations Governing the Use of the Kiwanis Lodge

USAGE OF THE KIWANIS LODGE

1. Only Richmond Heights residents or sanctioned organizations may rent the Kiwanis Lodge. All conversations from the Recreation Department concerning use of the Lodge will be with the resident who is using the Lodge for personal reasons only. Renter must be present at lodge for the entire duration of event or renter will forfeit the deposit!
2. The Lodge is not to be used for business purposes. Renters may not sell goods or services while using the Lodge. Money may not change hands during any function! Caterers may not rent the Lodge for the purpose of operating their business there. If an auxiliary policeman sees that a business is being run, the party will be shut down and the Recreation Director will be contacted. The deposit as well as the fee will be forfeited and the renter will be denied future access to the lodge.
3. The Lodge may be rented a maximum of two times per year by any given household.

DEPOSIT AND FEE SCHEDULE

1. Deposit for the Lodge is to be paid upon application; fee is to be paid one month prior to the event. If the event is less than a month away, payment must be in cash or money order before a permit will be issued.
2. If all rules have been followed, the deposit refund will be mailed to the resident about a month after the event.

HOURS OF USAGE

1. Applicants will not be allowed to enter before 8am and all events must end no later than 12:00a.m.
2. Everyone must be off the premises by 1am. No Exceptions.
3. The applicant has the hall for a maximum of 10 hours. This time includes set up and clean up. If a longer time is desired, the renter may book the Kiwanis Hall for an additional \$25 an hour, the Senior Hall for an additional \$40 an hour or both halls for an additional \$50 an hour. The extra time must be arranged and paid for in the Recreation Office before the party date.

Extra time cannot be added on the day of the event!

SERVING ALCOHOL

1. Beverages must be kept inside the Lodge and an auxiliary policeman must be contracted. Beer and wine are alcohol!
2. Any function that serves alcohol must close the bar ½ hour before event ends or no later than 11:30pm.

AUXILIARY POLICEMAN

1. The Senior Hall and the Kiwanis Hall will require one auxiliary policeman unless it is a teen event. The officer shall be paid \$20 an hour, minimum of three hours.
2. Payment for auxiliary will be made in the Recreation Department with the rental fee.

YOUTH PARTY RULES

1. All youth parties must be adequately chaperoned (**one** adult present for every **10** children) and must end no later than **10 pm**.
2. Teen events must have **4** guards for **Senior Hall** and **2** guards for **Kiwanis Hall**.
3. It is **required** that teen parties be attended by **invitation only**.

SPECIFIC RULES FOR USE OF THE KIWANIS LODGE

1. The custodian will open the Lodge at the kitchen door at the contracted time and will wait for ten minutes for the renter to arrive. If the renter is late and the custodian must come back to reopen, the renter will pay the custodian \$20 at the time of entry. Renter shall be ready to leave the hall at the contracted time or \$20 for each 10 minute delay will be withheld from the deposit.
2. A permit entitles the members of the group or organization that has been issued the permit to use the building and adjacent parking facility only.
3. All interior furnishings or equipment shall be kept inside and used only for the purpose intended.
4. No decorations shall be pinned, tacked, or taped on walls, ceiling or fireplace. Confetti and tinsel are not permitted.
5. Chairs and tables shall not be moved onto the dance floor.
6. All chairs and tables must be returned to their original positions. A fine of **\$100** will be kept from the deposit if chairs and tables are not returned to their original positions.
7. All tablecloths should be wiped off with a damp cloth. All surfaces in kitchen should be cleaned before you leave
8. The kitchen is equipped only with appliances, sink and counters. No other items are available. The person or group renting the facility must provide utensils, dishes, etc. as well as necessary cleaning supplies.
9. If the kitchen is not rented, the bathrooms shall not be used for disposal of food items. If any food garbage is found in the bathroom sinks or toilets, the renter will forfeit the entire deposit.
10. All gas on ranges must be turned off and all windows closed before leaving the building.
11. The fireplace in the Kiwanis Lodge **CANNOT** be used.
12. The Kiwanis Lodge is a **NO SMOKING** facility.
13. All garbage/rubbish shall be cleaned up from the **hall(s), kitchen and bathrooms** and put in the containers provided outside.
14. Such group or organization shall remove all furniture or special equipment furnished by the group or organization using the building on the **same** day that the facility is being used.
15. Disorderly conduct, malicious destruction of property and/ or discourteous behavior by attendees towards any city employee are hereby prohibited and may result in forfeiture of renter's deposit and future bookings to renter.
16. If a renter misrepresents any information on the application, for example, holding a teen party without informing the Recreation office, the party will be shut down with no deposit refund. This could result in denial of future bookings to renter.
17. Any damage or destruction to the Lodge or the property therein, or adjacent areas shall be paid for fully by the person, individuals or group renting the facilities.

IF ANY OF THE ABOVE RULES OR REGULATIONS ARE NOT FOLLOWED, THE RENTER WILL FORFEIT THE DEPOSIT AND MAY BE DENIED FUTURE ACCESS TO LODGE. FULL REFUNDS OF DEPOSITS WILL BE GIVEN ONLY AFTER THE PREMISES HAVE BEEN CHECKED, AND NO ITEMS ARE MISSING, AND NO DAMAGES HAVE BEEN FOUND.

I have received and agree to abide by the Lodge usage rules.

Signed: _____ Date: _____

Recreation Office: 216-383-6313 (Call this number for any questions prior to day of party)

Custodian: Nancy (216) 280-6678 (Call for appointment to see hall or to change times on day of party)

Sign one copy and return with application – keep the second copy

This signed copy must accompany application or application will not be approved.

Updated 5/26/2010TD