

## HALL RENTAL POLICY

The Hall will be rented on a 'first come, first served' basis. Your date will be saved upon receiving \$200.00 deposit and reading and signing the lease.

The total cost for renting the Hall is \$700.00. (\$200.00 damage deposit, \$500.00 for hall rental).

You MUST know a Member of Plumbers & Pipefitters Local 25 who is willing to sponsor your event. Your Sponsor shall be present at all times during the event, as well as any preparation made before, and clean up after. The key to the building will be given to the Member (your Sponsor), enabling him/her to open and close the building. The keys will not be turned over to anyone other than a Member of Local #25.

All Lessees must pay a \$200.00 damage deposit, which is refundable, if there is no damage to the hall, kitchen, or bathrooms. The floors, including the hallway, must be swept and mopped. We provide garbage bags and expect the garbage to be taken to the dumpster(s) provided, and new liners put in trash cans. Lessees are to bring their own paper towels and cleaning supplies.

**RECYCLE:** We provide recycle receptacles for **CANS and PLASTIC BOTTLES only!** Please refrain from putting anything else in these receptacles. You need not empty the recycle bags – we will take care of that.

A Certificate of Insurance evidencing the required coverage and listing us as additional insured, shall be provided to Local #25, in addition to the remaining balance of the hall rental fee, not less than 10 days prior to use of the premises.

If providing or selling alcohol, a Certificate of Insurance evidencing the required DRAM shop/Liquor Liability coverage, listing us as additional insured, and a [temporary liquor license](#) from the City of Rock Island is required as well.

Both the Lessee and Sponsor will be responsible for any damages to the building, property, and contents or you will forfeit your damage deposit.

Any existing wall emblems or charters may be moved into another room. Please put them back after your event.

If any theft or damage occurs, the Lessee and Sponsor will be held liable and you will lose your damage deposit.

No scotch tape, duct tape or tacks may be attached to the walls in any portion of the building however, painters tape is acceptable.

Nothing is to be hung from the ceiling, ceiling tile, or ceiling grid unless approved prior to your event.

Lessees are expected to clean up the hall, kitchen, and restrooms. Take all trash to the dumpster, sweep and/or mop floors as needed, hang chairs in racks, stack tables on carts, check restrooms, etc. Please pick up any trash that may have been improperly disposed of in the parking lot as well.

Make sure all entry doors are securely locked and the alarm is set.

Return keys to the Union Office the next business day. Upon inspection of the premises, if everything is in order, we will return your \$200.00 damage deposit.

If there are any questions, please contact Cami at the Union Office at 309-788-4569, x. 221.