

MW Shelton D. Reddeen
Grand Master

MOST WORSHIPFUL PRINCE HALL GRAND LODGE

F. & A.M. P.H.A.
1307 EUTAW PLACE
BALTIMORE, MARYLAND 21217

Application for Use of Temple Facilities
(Please Print or Type and Return Original & File Copy)

Name of Organization _____ Date _____

Address _____ Zip Code _____

Name of Person Responsible for Facility _____

Address _____ Zip Code _____

Phone Number (____) _____ Home (____) _____ Work (____) _____

CHECK FACILITY REQUESTED

Regular Meeting Room Small Auditorium Gymnasium

Sanctuary Dining Room/Kitchen

Date Desired _____ Time: From _____ to _____

Number of People Expected _____ Admission Charged Yes No

Alcohol to be served or consumed Yes No Security Required Yes No

Purpose of which facility will be used: (Explain in Detail) _____

I have read the Regulations on the back of this Application and thoroughly understand that all Regulations governing the use of the Temple Facility Must be Complied With.

Signature of Applicant _____ Title _____ Date _____

Do Not Write In this Space

Amount Charged \$ _____ Approved / Disapproved / Insurance Required Yes No

Deposit Paid \$ _____ Balance Due \$ _____ Date Balance Due _____

House Comm. Chairman _____ Date _____

Signature

MW Shelton D. Reddeen
Grand Master

MWPHGL
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**GENERAL REGULATIONS
ON RENTING FACILITIES**

The MWPHGL Masonic Facilities will only be rented out to those members in good standing with the MWPHGL of Maryland and not to the general public, unless duly authorized by the Grand Master.

Rental Applications must be filled out in full, printed or typed legibly with the applicant's signature affixed and dated. Rental Applications must be submitted to the House Committee at least **60** days in advance of scheduled activity and said fee for rental within **7** days. A **\$150.00** Deposit must accompany all applications. Cancellations made within 30 days of the affair will forfeit **\$100.00** of the deposit.

The **Applicant** signing the Rental Application will have full responsibility for ensuring the General Regulations for renting the facility are adhered to by those attending the activity.

If the facility is used by a member of the craft for any function which his lodge is not directly involved in, he must provide Liability Insurance with a minimum coverage of \$1,000,000. **Applicant** must show proof of insurance before his application is approved and:

1. An **approved dispensation** for any activity, must be **attached** to the rental application.
2. The facility being rented will be left in such condition that the Custodian will **not** have to work past a reasonable time to clean up or restore facility to its original condition.
3. Applicant agrees to pay the penalty fee of **\$150.00** if premises is left in poor condition.
4. Regulations governing **NO SMOKING** must be complied with.
5. **Applicant** will take every precaution to see that the Safety of those attending the affair is maintained and immediately take charge of any unruly guest or have a security guard on duty to take charge of said person.
6. **Applicant** will see that activity does not exceed time of rental agreement or pays the penalty fee of **\$10.00** for every **15 minutes** over time allotted.
7. **Applicant** will report any damages to the custodian immediately.

YOUR SIGNATURE ON THE FRONT OF THIS APPLICATION ATTESTS THAT YOU HAVE READ AND CONSENT TO THESE REGULATIONS.

Attachment to the General Regulations on Renting Facilities

Custodian fees for weekends and holidays are the responsibility of the Organization renting the Temple facilities.

Custodian fees are as follows:

- 1 - 4 hours \$50.00
- 4 - 6 hours \$75.00
- 6 - 8 hours \$100.00

The organization or person(s) renting the facility is required to have two (2) security guards on the premises during the entire course of time of the rental of the facility for that group's or person(s) activity.

It is not the responsibility of the custodian to clean up after your affair.