

The UAW Local 218 Union Hall is available for rental by the public when regularly scheduled UAW Local 218 activities are not in session. UAW Local 218 shall have the authority to bring in priority functions of extreme importance, which may necessitate the removal of activities previously scheduled but would initiate a refund to the Renter. The Hall will be on a first come/first serve basis. **Local 218 shall reserve the right to refuse the rental of the hall to anyone.**

**DEPOSIT:** The deposit covers the cost of incomplete clean up, rule violations or damage of the facility. If conditions are met, the damage deposit will be refunded to the Renter within 14 business days after the event. The Renter is responsible for any and all damages occurring inside or outside the facility during the reservation period. Adults must supervise children at all times. **The following conditions warrant EVENT TERMINATION and DEPOSIT FORFEITURE:**

- \* SMOKING IN THE FACILITY
- \* PROFANITY OR FIGHTING
- \* CLEAN UP REQUIREMENTS NOT MET
- \* FAILURE TO SUPERVISE CHILDREN
- \* DAMAGE TO PROPERTY
- \* RENTER LEAVING PREMISES
- \* FACILITY RULES BROKEN
- \* ALCOHOL, DRUGS OR FIREARMS ON THE PROPERTY
- \* POLICE BEING CALLED TO THE FACILITY
- \* FIRE ALARM THROWN UNNECESSARILY

**BUILDING ATTENDANT:** All renters who rent after normal business hours will be required to pay a \$20.00/hr Building Attendant Fee. THE ATTENDANT FEE IS CHARGED FOR THE ENTIRE RENTAL SET UP, EVENT AND CLEAN UP PERIOD as the attendant will be at the facility during the entire reservation to monitor the facility in case of maintenance emergency. **THE BUILDING ATTENDANT IS NOT A SECURITY GUARD, IS NOT RESPONSIBLE FOR SET UP/TAKE DOWN/CLEAN UP AND DOES NOT HAVE THE AUTHORITY TO GIVE FINAL APPROVAL ON CLEAN UP OF THE FACILITY. The BUILDING ATTENDANT must be treated with courtesy and respect.**

**FACILITY RULES:** FAILURE TO COMPLY WILL RESULT IN PARTIAL OR FULL FORFEITURE OF DEPOSIT.

- \* TABLES/CHAIRS RETURNED TO ORIGINAL PLACEMENT
- \* TABLES/CHAIRS MUST REMAIN IN THE FACILITY
- \* NO SMOKING IN THE FACILITY
- \* NO PROFANITY OR FIGHTING
- \* NO OPEN FLAMES
- \* SILLY STRING IS PROHIBITED
- \* CHILDREN MUST BE SUPERVISED AT ALL TIMES
- \* NO ALCOHOL, DRUGS OR FIREARMS ON PROPERTY
- \* ALL OUTER DOORS MUST REMAIN CLOSED
- \* SMOKE/FOG MACHINES ARE NOT PERMITTED
- \* NO DAMAGE TO PROPERTY
- \* RENTER MUST BE PRESENT FOR ENTIRE EVENT
- \* THE STAGE IS NOT TO BE MOVED
- \* DUCT TAPE IS PROHIBITED
- \* ADHERE NOTHING TO FLOORS OR WALLS
- \* NO TAMPERING WITH FACILITY OR EQUIPMENT

**CLEAN UP:** FAILURE TO COMPLY WILL RESULT IN PARTIAL OR FULL FORFEITURE OF DEPOSIT

- \* All floors must be swept and mopped
- \* Tables returned to original placement
- \* Chairs stacked on tables
- \* Thermostats set at 70 degrees
- \* All lights turned off
- \* All decorations removed
- \* Trash emptied to dumpster, liners replaced
- Kitchen:**
- \* Countertops and surfaces cleaned
- \* Microwave cleaned inside and out
- \* Refrigerator cleaned
- \* Coffeepot cleaned
- \* Sink cleaned
- \* Trash emptied and liner replaced
- Restrooms:**
- \* Floors must be clean
- \* Trash emptied and liners replaced
- \* All stall doors must be unlocked
- Outside:**
- \* Front and side entrances swept
- \* Parking lots/porches free of litter

**SIGNATURE** *I agree to all terms as detailed above*

**Date**

# MEMBER NON-ALCOHOL Rental Contract (MEMBERSHIP APPROVED - NO EXCEPTIONS)

UAW LOCAL 218, 98 West Hurst Blvd, Hurst, TX 76053, 817/282-0294

**RENT \$100.00**

**BUILDING ATTENDANT FEE: 4 Hour Minimum**

If event setup is done at a separate time, an additional 4 hr minimum must be met @ \$20.00/hr  
The Building Attendant will be selected by UAW Local 218, not the Renter.

**DEPOSIT \$250.00**

**SECURITY GUARDS** (To be selected by UAW Local 218, not the Renter.)

Attendance of up to 100: 1 Guard = \$16.74/hr (Contracted Rate) 4 Hour Minimum

Attendance of 101 – 200 2 Guards = \$34.56/hr (Contracted Rate) 4 Hour Minimum

Attendance of 201 – 350: 4 Guards = \$69.12/hr (Contracted Rate) 4 Hour Minimum

**RENTAL DATE:** \_\_\_\_\_ **EVENT:** \_\_\_\_\_

*(Holiday Rentals – Attendant & Security Guard fees charged at a higher rate. Upon receiving a request for Holiday rental, the Local will consult with Security Guard(s) and Building Attendant to determine the applicable rate.)*

**SETUP PERIOD:** Start \_\_\_\_\_ End \_\_\_\_\_ **# GUESTS** (\*350 Max Capacity) \_\_\_\_\_

EVENT ATTENDANT MUST BE PRESENT

\* IF OVER CAPACITY, FIRE MARSHAL MAY TERMINATE EVENT

**RENTAL PERIOD:** Start \_\_\_\_\_ End \_\_\_\_\_ **(including clean-up)**

EVENT ATTENDANT & SECURITY GUARDS MUST BE PRESENT

**\*\*\*ALL EVENT GUESTS MUST LEAVE THE BUILDING BY 12 AM to allow Renter to cleanup\*\*\***

\_\_\_\_\_  
**RENTER (Print Name)** **CLOCK #** \_\_\_\_\_ (sign name)  
*I understand that UAW 218 is not responsible for accident/injury and I must be present during the entire setup, rental and clean up period.*

\_\_\_\_\_  
**Street Address** **City** **Zip Code** **Telephone**

**ALL MONIES MUST BE PAID AT TIME OF RESERVATION**

**\$100.00** + **\$250.00** + \_\_\_\_\_ = \_\_\_\_\_  
**RENT** **DEPOSIT** **BUILDING ATTENDANT** **SECURITY** **TOTAL DUE UPON BOOKING**

\_\_\_\_\_  
**Check #** **Amount** **Date** **RENTAL RECEIPT #**

\_\_\_\_\_  
Deposit Refund or Deposit Refund Adjustment Payee **Deposit Refund Check #** **Deposit Refund Date**

\_\_\_\_\_  
Building Attendant Payee **Attendant Check #** **Attendant Check Date**

\_\_\_\_\_  
Security Guard(s) Payee **Security Check #** **Security Check Date**