

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 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 is to cover the cost of incomplete clean up, rule violations, damage of the facility, and security guard fees if you exceed your rental time or cancel less than 48 hrs in advance of your scheduled rental. 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
- \* FACILITY RULES BROKEN
- \* DAMAGE TO PROPERTY
- \* RENTER LEAVING PREMISES
- \* ALCOHOL, DRUGS, OR FIREARMS ON PREMISES
- \* FAILURE TO SUPERVISE CHILDREN
- \* POLICE BEING CALLED TO THE FACILITY
- \* FIRE ALARM THROWN UNNECESSARILY

**BLDG. ATTENDANT:** All renters who rent after normal business hours will be required to pay a hourly Bldg. Attendants Fee. THE ATTENDANT FEE IS CHARGED FOR THE ENTIRE RENTAL SET UP, EVENT AND CLEAN UP PERIOD as the attendants will be at the facility during the entire reservation to monitor the facility in case of maintenance emergency. **THE BLDG. 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 BLDG. ATTENDANTS 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, 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 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 swept
  - \* 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

**\*A 48 HOUR NOTICE IS REQUIRED FOR CANCELLATION, OR YOU WILL FORFEIT ATTENDANT FEES\***

**RENT \$100.00** BUILDING ATTENDANT FEE: (required in lieu of security)  
4 Hour Minimum at \$20/hr. X 2 attendants for first 4 hours. Additional hours at \$40/hr. X 2 attendants up to a MAX of 8 hours total rental time (includes set up and clean up time.)

**DEPOSIT \$250.00**

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

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

**#GUESTS** (\*350 Max Capacity) \_\_\_\_\_

\* IF OVER CAPACITY, FIRE MARSHAL MAY TERMINATE EVENT

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

**\*2 EVENT ATTENDANTS MUST BE PRESENT FOR ENTIRE RENTAL PERIOD**

**\*\*\*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 liable for accident/injury and I must be present during the entire set up, rental and clean up period.*

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

**Email:** \_\_\_\_\_

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

$$\frac{\$100.00}{\text{RENT}} + \frac{\$250.00}{\text{DEPOSIT}} + \frac{\text{2 BLDG. ATTENDANTS}}{\text{2 BLDG. ATTENDANTS}} = \frac{\text{TOTAL DUE UPON BOOKING}}{\text{TOTAL DUE UPON BOOKING}}$$

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

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

\_\_\_\_\_  
Event Attendant #1 **Attendant Check #** **Attendant Check Date**

\_\_\_\_\_  
Event Attendant #2 **Attendant Check #** **Attendant Check Date**

**\*\*\*IN CASE OF EMERGENCY\*\*\* CALL PRESIDENT MARK UPTON- 817-992-8371\*\*\***