

Committee Use of the Hall for Committee Sponsored Events

Requests to use the Hall for Co-Hosted Events must come from the Community Support Committee These guidelines are for all other Committee Events

Committees wishing to use the Hall for an approved committee event should first check the Lodge calendar to see if the Lodge is available.

<https://www.davislodge.org/odd-fellows-events/event-calendar/>

All Committee requests to use the Hall must be submitted by the Committee Chair to the Hall Board.

All Committee Chairs must complete the Committee Hall Request form (page two of this document) for Committee sponsored events and submit it for approval.

All requests should be submitted via email to info@rentdavislodge.com. Requests will be considered on a first come, first serve basis.

The Hall Board will review the request and check to be sure there are no other requests for the Hall that date and time.

A reservation is not considered complete and will not be held on the calendar until the Committee Hall Request has been approved by the Hall Board. Committee Chairs will be notified within seven days of receipt of their application if their event has been approved or disapproved.

If the Committee wishes to have a Bar at their event or they need to use Hall equipment, the appropriate form/forms must be filled out and submitted via email to info@rentdavislodge.com no later than seven (7) days prior to the event. The Bar Request form is page three of this document. Bar proceeds will be handled per the Hall Board Bar Policy (page four of this document).

The Hall Equipment Request form is page five of this document. All requests must be approved by the Hall Board and notification of approval or disapproval will be made to the Committee Chair within 48 hours of the request.

If the Committee wishes to use the kitchen for their Event, a fee of \$50 will be charged to pay a Hall Board representative to return the kitchen to the condition required in order to be ready for the next user. This fee will be waived if a Hall approved Caterer is used for the Event.

The number of persons in the Hall shall not exceed that number which is posted designating occupant load.

No animals, except service dogs, are allowed in the Hall facility.

Posters and any publicity must be approved by the Lodge in advance. Unapproved publicity may be cause for cancellation.

No smoking of any substance or vaping are allowed in or around the Hall facility. State Law prohibits smoking within 20 feet of public entrances. No open flame devices, including candles, are to be used in any assembly area (Sterno™ is OK when used for catering).

On the date of the event, the Hall will be opened and closed by a representative of the Lodge. The Lodge representative shall have access to the facility at all times and shall not be excluded for any reason.



Committee Hall Request

This form is to be filled out by the Chair of any committee that would like to use the hall for any Committee-related function that is not a co-hosted event.

(Please Print Clearly)

Application Date: _____ Lodge Membership: [] IOOF [] Rebekah

Committee Name: _____ Purpose of Event: _____

Committee Chair Name: _____ Estimated Attendance: _____

Committee Chair Email: _____ Phone: _____

Committee Member In Charge of Event: _____ Phone: _____

I accept full responsibility for this event: _____ Date: _____

Signature of Member In Charge of the Event

What date will you need the Hall? (If multiple, list below): _____

What time will you need the Hall? Setup: _____ Start: _____ End: _____ Finish: _____

Will you need help for your Event? _____ If so, what times? _____

Will your committee be using the Upper Hall, Lower Hall, or Both? _____

Can your Event be relocated to the other Hall for a conflicting event? _____

Will you be using the Conference Room? _____ (Yes/No) Open to the Public? _____ (Yes/No)

Will your committee be requesting a bar for this Event? _____ (Yes/No) If yes, please complete the Bar Request Form

Will your committee need to use Hall equipment? _____ (Yes/No) If yes, please fill out the Hall Equipment Request Form.

Will your committee need to use the Kitchen? _____ (Yes/No)

Does your committee have any other needs that have not been mentioned above?

Committee Chair: _____ Date: _____

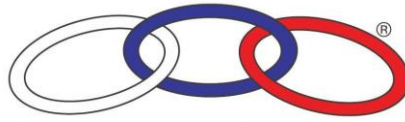
Signature

Approved By:

Hall Board Member: _____ Date: _____

Signature

(If person requesting use of the Hall is a Hall Board member, they cannot approve their own request)



The Lodge

@Odd Fellows Hall

Bar Request Form

To be filled out by the Applicant using the Hall if a bar will be needed at the Event. Completed request must be submitted to the Hall Board Representative at least seven (7) days in advance of the Event.

(Please Print Clearly)

Today's Date: _____

Name of Applicant: _____ Phone: _____

Name of Event: _____

Date and Time of Event: _____

Approved By Hall Board Rep: _____ Date: _____

Wine Request

Name of Wine	Varietal	Quantity Needed

Beer Request

Name of Beer	Draft or Bottle

Liquor Request: Full Bar? _____ (Yes/No)

Brand of Liquor	Type of Liquor	Quantity Needed

Use of Hall Bar for All Events

Members and Events run by committees (including Co-Hosted Events) that wish to have a bar available need to complete the Bar Request form (attached to the various Hall Use Request forms).

Bar proceeds for all Events will be retained by the Hall.

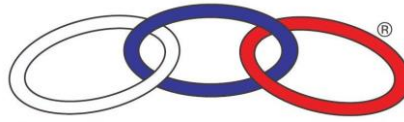
All expenses for the bar will be paid by the Hall.

All events with a bar and where alcohol is served must be staffed by a Lodge representative or member who is RBS certified and trained to work behind the bar.

Co-Hosted events wishing to serve donated alcohol must:

- Complete the Bar Request form and submit it to the Hall Board for approval
- Obtain a donation letter from the donor as proof that the alcohol is donated – any excess donated alcohol will be kept by the Hall.

Members are NEVER allowed to bring in their own alcohol unless prior approval is received from the Hall Board. This will ensure that we do not jeopardize our liquor license.



The Lodge

@Odd Fellows Hall

Hall Equipment Request Form

To be filled out by the Applicant if equipment will be needed at the Event. Completed request must be submitted to the Hall Board Representative at least seven (7) days in advance of the Event.

(Please Print Clearly)

Today's Date: _____

Lodge Affiliation: [] IOOF [] Rebekah [] Encampment [] Canton

Name of Committee Chair: _____ Phone: _____

Name of Committee & Event: _____

Date and Time of Event: _____

Location: _____ Lower Hall _____ Upper Hall

Equipment needed at the Event:

- Big Screen TV (120") () Yes () No
- Audio/Sound System w/ Computer input () Yes () No
- Microphone(s) (wireless or corded) () Yes () No _____ How Many?
- HDMI Video Projector w/Internet Access () Yes () No
- BlueRay DVD Player () Yes () No
- Stage Lights (UH Only) () Yes () No
- Music Equipment (UH Only) () Yes () No

I accept full responsibility for this equipment:

Signature of Applicant Date: _____

Approved By:

Name of Hall Board Representative: _____

Signature of Hall Board Rep: _____ Date: _____

(If person requesting use of the equipment is a Hall Board member, they cannot approve their own request)