

B u i l d i n g   U s a g e   A p p l i c a t i o n  
F i n d l a y   M a s o n i c   C o m p l e x

Name of Applicant or Organization: \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Member of Findlay Masonic Bodies (circle): YES                      NO

If no, what member is sponsoring your event? \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ to \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_ to \_\_\_\_\_

**Rental Type (please check):**

- Member(s) of Findlay Masonic Bodies or Parents, Children or Siblings of member(s)
- Recommendation by member(s) of Findlay Masonic Bodies
- Commercial or Business use by member(s) or recommendation of member(s)

**Event Type:**

- Masonic Function
- Reception, Party, or other Celebratory Occasion
- Business or Commercial Meeting or Event

**Desired Area and Items of use:**

- Dining Hall (\$100 fee per 4 hours, \$25 fee per hour after initial 4 hours) Additional Hrs:
  - Board Room (\$50 fee per 4 hour, \$25 fee per hour after initial 4 hours) Additional Hrs:
  - Kitchen countertops, sink, and refrigerator (Included)
  - Kitchen oven (\$25 additional charge)
  - Plate ware, silverware, and dishwasher, cutlery. (\$50 additional charge)
- Total (including \$100 deposit)

**Rental Agreement (please initial):**

\_\_\_\_\_ We understand there will be a \$100 security deposit due within 5 business days after notification of approval for use.

\_\_\_\_\_ We understand the \$100 security deposit will be returned in a timely fashion pending inspection of the facilities, pending confirmation the property is in the same condition as when it was rented.

**Signature of Applicant:** \_\_\_\_\_

**Rental Day Walk Though & Checklist**

(Lodge Host/Building Manager needs to initial each item)

\_\_\_\_\_ Renters have been instructed on how to use the stovetops, oven, and have been shown where cutlery is located.

\_\_\_\_\_ Renters have been instructed how to operate the dishwasher and where the silverware and plate ware is located.

**We the undersigned confirm that we have been duly instructed on how to operate and locate all materials we are authorized to utilize.**

**Signature of Renter:** \_\_\_\_\_

**Date:** \_\_\_\_\_