



HALF MOON BAY ODD FELLOWS
OCEAN VIEW LODGE 143

LODGE USE POLICIES AND PROCEDURES

I. INTRODUCTION

Half Moon Bay Odd Fellows Philosophy

As an organization, the Independent Order of Odd Fellows is dedicated to improving and elevating the character of mankind by imparting the principles of friendship, love and truth, and making the world a better place to live by aiding the community, the less fortunate, the youth, the elderly, the environment and the community at large in every way possible.

Statement of Purpose

The Half Moon Bay Odd Fellows, Ocean View Lodge 143, makes designated spaces in the Lodge facility available for reasonable private use by its members and by community organizations in the manner described in these guidelines. Events will not be allowed that, in the judgment of our membership, could disrupt or conflict with the primary use of the building as a fraternal organization dedicated to improving our community. The Lodge will review all applications for consistency with this policy.

Members in good standing of Ocean View Lodge 143 may request facility use for any type of function or event, but must adhere to the rules of use and facility policies. Lodge facility use is also available to other community organizations and to private individuals, but the following are generally NOT allowed for non-members: weddings, birthday or anniversary parties, family gatherings, political events, religious events, and any commercial events selling tickets or products for profit.

II. RULES OF USE

General information

1. The Lodge is not responsible for claims of personal injury or death, or for damage to or loss of property occurring at or relating to rental of the Lodge.
2. Individuals or organizations granted use of the Lodge facility agree to be responsible for any loss or damage caused by such use and agree to indemnify, defend, protect, and hold the Lodge harmless from all claims and damages arising from their use of the facility.
3. Individuals or organizations granted use of the Lodge facility certify they will not discriminate on the basis of race, national origin, religion, sex, age, disability, or sexual orientation with respect to attendance at the function.
4. No animals, except service dogs, are allowed in the Lodge facility.
5. No smoking or open flames are allowed in or around the Lodge facility. State Law prohibits smoking within 20 feet of public entrances.
6. If alcohol is being served, the Lodge reserves the right, if it deems necessary, to require that security guards be present at user's expense. No alcohol may be sold. Users of the Lodge must obtain any required licenses to serve alcohol.
7. Reasonable accommodation will be made for set-up and break-down of an event, but all arrangements must be made in advance. Users of the Lodge facility may not store items in the Lodge prior to the day of the event. Items left for more than 7 days after an event will be considered abandoned and shall become the sole property of the Lodge, which may dispose of the items as it sees fit.
8. On the date of the event, and for set-up and break-down on any days before or after the event, the Lodge facility 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.
9. Facility user will not post or allow to be posted, signs, posters or banners without prior written approval.
10. The number of persons in the facility shall not exceed the posted maximum occupancy. If maximum capacity is exceeded, the Lodge reserves the right to restrict entrance for the safety of guests or the building.
11. Noise levels within the Lodge facility must not violate applicable City ordinances.
12. Dance wax, cornstarch, birdseed, confetti, glitter, rice, straw, sand, bubbles, fog, smoke, and similar materials are not allowed. If used, damage fees will be charged.
13. Events using paints, markers, tools or other devices that may damage the facility will require prior approval and appropriate protective measures, and may be assessed an additional clean-up deposit.
14. Table decorations and free-standing decorations are allowed. No decorations may be placed on the walls. All decor and signage must be free-standing. Nails, staples and tape may not be used on walls or floors.
15. Use of the kitchen requires a walk-through by a Lodge representative. Cooking and any use of the range top burners are NOT permitted. The oven may only be used to warm precooked food.
16. All house power must be turned on and off by Lodge representatives only.
17. Extension cords must be 3-pronged, UL listed, grounded type. Home extension cords (with 2-pronged plugs) must not be used. All cords must be properly managed and made safe for event guests. Tape is not allowed on wood floors in the Hall. Cords in this location must be secured with black mats or cord covers.
18. Audio-visual systems provided by the Lodge may only be operated by a Lodge facility representative or affiliated technicians. Use of audio-visual systems or equipment not belonging to the Lodge requires prior approval.

III. PROMOTION

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The event will be posted as a rental on the Odd Fellows website calendar for scheduling purposes only. The following services are NOT provided: promotion on our website, email campaigns or social media posts to our members and followers, print advertising, or other communications of any sort.

IV. FACILITIES AND FEES

Description of Facilities

- Kitchen/Galley: Perfect for coffee and tea gatherings, hors d'oeuvres receptions, or small group meetings. Kitchen with sink, stove (food warming only), dishwasher and refrigerator. Eating or meeting area with round tables and folding chairs.
- Hall: A spacious, versatile room with high ceilings, redwood walls, hardwood floor, great acoustics and small raised stage, suitable for large meetings, presentations, luncheons, and seated dinners.

Clean-up

- The Lodge facility must be returned to the condition in which it was found. Cleanup and removal of refuse are the responsibility of facility user. All trash must be deposited in the correct containers or removed from the premises entirely.
- If the Lodge determines routine cleaning and maintenance inadequate to return the premises to their prior condition, special maintenance services will be contracted and the cost deducted from facility user's security deposit.
- Facility users are requested to place all trash and recyclable materials in the appropriate designated containers at the end of the event.

Payment and Fees

- Deposit: A non-refundable booking fee-is required no later than forty-five (45) days before the proposed event to hold the date pending approval. Reservations will not be approved or confirmed until the signed Facilities Use Agreement and the deposit are received by the Lodge.
- Should the organization or individual desire to use Lodge facilities for more than one date in a calendar year, a single request that includes all the event dates is recommended. If the request is approved, the non-refundable deposit is due twenty (20) days prior to each event.
- Security deposit: A security deposit is required in addition to the rental fee. Any expenses, damages or cleaning charges incurred by the Lodge will be deducted from this amount and the balance refunded after the event. Expenses over the deposit will be billed after the event. For events with a higher risk of damage or unusual requirements, an increased security deposit may be applied.
- Balance: The balance of the rental fee is due two (2) weeks prior to the event. The event will be canceled if this payment is not received on time.
- The user of the Lodge facility is fully responsible for damage to or loss of Lodge property and will be billed accordingly.

Cancellation

- Cancellation of the event by facility user after confirmation will result in forfeiture of all fees paid.
- The Lodge reserves the right to cancel any event if the facilities are, in its sole judgment, rendered unsuitable for the presentation of the event due to fire, weather, earthquake, act of God, or any other occurrences beyond the control of the Lodge. In the event of such cancellation, the user will be refunded full payment of fees for canceled program. The Lodge will have no further liability or obligations with regard to said canceled program.
- The Lodge retains the right to cancel an event at any point if facility user fails to comply with the Lodge's established policies and procedures. Such cancellation shall result in the forfeiture of all fees paid and the event will not be rescheduled.
- The Lodge retains the right to revoke permission to use its facilities when in its sole judgment an event would jeopardize the Lodge facility. In such instance, as much notification as possible will be provided and all fees will be refunded.

V. APPROVAL

I have read and agree to these rental use policies and procedures.

SIGNATURE _____

DATE _____

LODGE REPRESENTATIVE _____