

# **UAW LOCAL 2000 HALL RENTAL AGREEMENT & INFO FORM**

**3151 Abbe Road ▪ Sheffield Village ▪ OH ▪ 44054 ▪ 440.934.3151 x2**

**Please be sure to read and understand the agreement in its entirety.**

The union hall is now available for rental to UAW Local 2000 members in good standing. There is a 60-person seating capacity. The hall will be rented on a first come, first serve basis. If you're interested in renting it, please call the financial secretary at (440) 934.3151 x2 to check for availability. Upon approval of request, a total of \$400.00 will be due upon reservation, which includes the \$200.00 cost to rent the hall and a \$200.00 deposit. As long as the hall is left clean and not damaged upon final inspection, your \$200.00 deposit will be returned to you following your event.

The union hall will not be available for rental on the second weekend of each month, typically January through June, then September through December because membership meetings are held on that weekend.

The keys to the hall can be picked up the Friday before your event. If this time frame doesn't work for you, please call or email the financial secretary to make alternate arrangements. The keys must be returned by 5:00 PM on the Monday following your event.

**PLEASE NOTE:** Tables must be covered with plastic or tablecloths and the tables and chairs must be in the same condition and location you found them in when you leave. **It is the renter's responsibility to return the hall tables and chairs to the exact setup in which they were found.**

The renter is responsible for the complete lock up of all entry and exit doors and turning off the lights. The renter is also responsible for cleaning up all messes, sweeping and mopping the floors and removing trash (indoors and outdoors) and placing it in the dumpster. The hall and surrounding areas should be left clean and ready for the next rental.

**Use of the stove, oven or of any cooking devices in the hall and kitchen is prohibited. Grilling indoors or outdoors is also prohibited.** Counters, refrigerator and sinks will be accessible. Food, drink, supplies and all serving dishes are the responsibility of the renter. Hall usage is limited to the hall itself and lobby restrooms.

Foreign cars must be parked in the back of the parking lot by the dumpster.

Fire safety regulations state emergency doors and fire extinguishers are not to be blocked. Please keep those areas clear.

Animals (other than service animals) are prohibited from entering the building. If a service animal is in attendance, renter is responsible for any damage and all clean up regarding the animal, both inside and outside the facility.

UAW Local 2000 does not have a liquor license or insurance that covers events where alcohol is served. Alcoholic beverages and consumption are **strictly prohibited** on premises inside or

outside the union hall at 3151 Abbe Road in Sheffield Village before, during or after any hall rental. Smoking is also **strictly prohibited** in the building and all cigarette butts left in the ashtrays or thrown on the ground must be properly disposed of in the dumpster. **No exceptions.**

**Damages:** Renter assumes responsibility and holds UAW Local 2000 harmless from any and all claims by renter. In signing this agreement, the renter agrees to terms of this contract, accepts responsibility and holds UAW Local 2000, its employees, agents and representatives harmless from any and all claims, costs, damages and liabilities, including but not limited to injury or property damage sustained or caused incident to renter's use of UAW Local 2000 union hall.

**Security deposit refund policy:** Security deposits are transferable at the discretion of the renter if the date of the event must be changed. However, if you need to cancel your event, you must notify the financial secretary two weeks in advance of the event in order to receive your security deposit.

UAW Local 2000 is owned and maintained by our membership. Please treat our building with respect and clean up after each use. **If there is any damage or uncleanliness to the building before you start your rental, you MUST notify the financial secretary immediately.** If you do not contact the financial secretary, you will be liable for the uncleanliness/damage.

**PLEASE NOTE: The member who rents the hall must be present during the entire duration of the event for which they are renting the hall.** Each member renting the building will be in trust of this local union for the proper procedures being held on these premises, such as conduct, respect, safety, protection against abuse, theft and all others that pertain. We reserve the right to withhold part of all of the deposit based on the condition of the facility.

**Please initial here if you will be using the TVs.** \_\_\_\_\_

TV remote(s) and HDMI cables will be provided upon request. If the remotes or HDMI cables are damaged or not returned, the cost of replacing them will be taken from your deposit.

By signing below, I agree to the above terms of my rental of UAW Local 2000 union hall and I accept financial responsibility for any damages or uncleanliness that occurs during my rental if costs for cleaning or repair exceed my \$200.00 deposit.

Member Name: \_\_\_\_\_ Member Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

Start/End Time: \_\_\_\_\_ Date Deposit Returned: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

# **HALL RENTAL CHECKLIST**

## **1. LIGHTS AND WATER:**

- ✓ Ensure all lights are turned off.
- ✓ Turn off all water taps, including in the restrooms.
- ✓ Verify that all toilets and urinals are flushed.

## **2. TRASH AND FLOOR CLEANING:**

- ✓ Pick up all garbage and food remains from the floor, including in the lobby and restrooms.
- ✓ Sweep and mop the floors.

## **3. SURFACE CLEANING:**

- ✓ Clean sinks, countertops, tables and chairs.

## **4. FURNITURE AND ARRANGEMENT:**

- ✓ Return tables and chairs to their original setup.

## **5. HDMI CABLES AND TV REMOTES**

- ✓ Return the HDMI cables and TV remotes when you return the key.

The goal for members renting the hall should be to ensure the hall is presentable for the next event or business before you leave. Following this checklist should prevent any issues.

# **ENJOY YOUR EVENT!**