

Temple Board General Rules

Adopted April 2006

1. There is to be no smoking in the building. Smoking buckets have been provided outside at the front and rear doors for smoking debris.
2. There is to be no eating or drinking anywhere but the kitchen or dining room. Speakers may have water if desired.
3. No alcoholic beverages are allowed in the building.
4. Do not use any decoration that may be hard to clean such as glitter, confetti, or any other material that may cause a problem. If additional cleaning is required, your organization will be charged for it. Decorations must be removed at the end of your event and cleanup completed and not left until the next day.
5. Do not leave food in the refrigerator long term. We do not wish to have any science experiments growing in there.
6. If you use the kitchen and dining room you will need to clean the floors and empty the trash to avoid any unpleasant odors.
7. Please keep the noise level down after hours to avoid upsetting the neighbors.
8. **DO NOT MESS WITH THE THERMOSTAT PROGRAMING.** You may use the two buttons to temporarily adjust the temperature. If you feel a permanent change needs to be made please contact the temple board.
9. Copies in the office are \$.05 each. Please make sure this is paid to avoid any increases in rent to cover this additional cost.
10. You may not alter the building in any way without written consent of the temple board.
11. We do not have a mail stop so make sure all mail is sent to your post office box.
12. If your organization leaves the building without proper cleaning you will be assessed a minimum of \$50.00 cleaning fee and up to any additional cost that may be necessary to correct the situation.

13. Any cleaning issues will be charged back to the last known group to use the building unless there is evidence that would support otherwise. (Such as the Masons had a spaghetti dinner and sauce was spilled on the stove and floor and not cleaned and then a group uses the hall but did not notice the mess.) If the lodge is a mess you must notify a board member at that time to avoid a charge back. (This means before your group uses the building.) Board members are listed on the bulletin board and leaving a message is an acceptable form of notification.
14. Any functions other than normal Masonic organization functions will need to be approved by the temple board before they can be scheduled with the reservation person.
15. The building may be rented by Temple Association members for personal functions for \$100.00 per day with a cleaning deposit of \$100.00. Fees are to be paid prior to your event.
16. Non-Temple Association Members may rent the building for \$250.00 per day with a \$100.00 cleaning deposit. Fees are to be paid prior to your event.
17. Special consideration may be given for long term and repeat rentals. Charitable and non-profit groups may also be considered for reduced or free rentals. These groups must have a Masonic sponsor.
18. Please report any issues to a temple board member so we may quickly resolve them.
19. Duplication of keys is not authorized and only the temple board is authorized to distribute keys. If you are guilty of copying keys you or your organization will be responsible for the cost of re-keying the building. We need to know who has access to the building and if we are not sure we will change the locks and this will affect everybody.