

Father Saylor Room Rental Agreement

Father Alfred Saylor Council #3774
17113 Champaign Rd, Allen Park, MI 48101
313.386.1850

Member's Name: _____

Lounge Representative: _____

Date/Time of Event: _____

Rules and Regulations for use of the Father Saylor Room:

1. Only paid members of Father Alfred Saylor Council #3774 Knights of Columbus in good standing will be allowed to rent the Fr. Saylor Room. The K of C member who rents the room is responsible for all damage liability.
2. The Fr. Saylor Room may be used for social events approved by the Lounge Representative.
3. Arrangements for early set up must be made with the Lounge Representative identified above.
 - Parties using the Fr. Saylor Room are responsible for setting up and taking down all table and chairs.
 - All tables and chairs are to be returned to the storage room.
 - Only low tack (painter's) tape will be allowed on ceilings or walls
 - Floors are to be swept
 - All garbage is to be picked up and bagged (bags provided). Leave full garbage bags outside of the side-door by the ramp on the West side of the building
 - All areas, including sink, cupboards and refrigerator, should be left as found
 - Report any damage that may have occurred to the Lounge Representative or Lounge Chairman.
4. Room rental is \$200; a \$150 security deposit is required for a total cost of \$350. Please pay the two amounts separately. The security deposit (\$150) is required at the time you reserve the date and sign the rental agreement and the room rental fee (\$200) is due two weeks prior to your event. Cancellation of your event must be made two weeks in advance or there will be a \$50 cancellation fee.
5. The security deposit will be returned provided there are no damages, breakage or lack of clean up as described above. At the end of the room rental and clean up, the room needs to be review and signed off by a Lounge Representative. The security deposit will be returned within seven days of room sign off.
6. If there is an issue with the room, the Lounge Chairman and the Building Association President will be contacted immediately to review and discuss next actions. Pictures and a written statement should be documented and recorded by the Lounge Representative. Any such situation will be address/resolved within 48 hours.
7. State and local laws prohibit any alcoholic beverages to be brought into the building. If you wish to purchase beer or wine for you event please contact the Lounge Representative a minimum of two weeks in advance. Beer and wine orders must be paid at the time of your order.
8. Alcohol (other than beer/wine) may be purchased at the bar during your event. Staff bartenders are available at a rate of \$10 per hour with a three hour minimum.

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9. The Father Saylor Room closes at 10:00pm Sunday-Thursday and 1:00am on Friday and Saturday. All clean up as described in Section 4 must be completed by this time.

Type of event: _____

Date and Time of event: _____

Member's Name: _____

Member's Phone Number: _____

Event Contact Name: _____

Event Contact Phone Number: _____

Sign and Date Below:

Member: _____

Event Contact: _____

Lounge Representative: _____