

Lodge Building Use Agreement
Harrisonville Masonic Temple Board
405 N. Independence St. Harrisonville, Missouri 64701

Use of the Harrisonville Masonic Temple, located at 405 N. Independence St. in Harrisonville, Missouri, for private events, is permitted, provided the event is sponsored *and attended* by a member of either Cass Lodge No. 147, Ancient, Free and Accepted Masons, or Bayard Chapter No. 179, Order of Eastern Star.

Before a private event may take place at the lodge:

- This agreement must be filled out in full and signed by the sponsoring member and a member of the Harrisonville Masonic Temple Board.
- The \$50 usage fee must be received by the signing member of the Temple Board before the event.
- The event must be noted on both the downstairs and upstairs chalk boards.

Guidelines:

- **No alcohol is allowed on the premises.**
- An event may not be scheduled in conflict with a regularly or previously scheduled event or meeting of either Cass Lodge No. 147, Ancient, Free and Accepted Masons, or Bayard Chapter No. 179, Order of Eastern Star.
- Only the dining hall, kitchen, women's restroom, & men's restroom may be used (not the temple room.)
- Because of the nature of our Masonic organizations and the fact that a member will be responsible, we are able to be very flexible in scheduling, fees, etc. No security deposit is required. However, the \$50 fee must be paid **before** the event takes place. If the event is cancelled and the hall is not used, the \$50 will be refunded.
- If the facility is not cleaned up properly, the sponsoring member may be charged a reasonable clean-up fee.
- This agreement may not be assigned or transferred, nor may the temple facilities be sublet or used by other than the person and/or group named herein.

Responsible Blue Lodge or OES Member: _____

Address: _____

Email address: _____

Home Phone: _____ Work or Cell Phone: _____

Description of Event: _____

Date of Event: _____

Scheduled Start Time: _____ Scheduled (Approximate) End Time: _____

Set-Up Date/Time: _____ Clean-Up Date/Time: _____

Approximate # of People Attending: _____

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Applicant

- ✓ I have read and understand this agreement.
- ✓ I agree to be bound by the terms of this agreement.

Applicant Name (Printed): _____

Applicant Signature: _____ Date: _____

Temple Board Member

- ✓ I have received the \$50 usage fee from the applicant.
- ✓ The application has been filled out in full.
- ✓ The applicant is a member in good standing of either Cass Lodge No. 147, Ancient, Free and Accepted Masons, or Bayard Chapter No. 179, Order of Eastern Star.

Approver Name (Printed): _____

Approver Signature: _____ Date: _____