

APWU PRIAL 387 Hall Rental agreement

It is mutually agreed by the undersigned that the hall and facilities owned by the Providence Rhode Island Area Local #387 and located at 1192 Plainfield Street, Johnston, Rhode Island will be rented for one day on _____(date). This is the only date that you are allowed in the hall.

APWU members may rent the hall four (4) times a year on Saturday and Sundays and unlimited Monday through Friday and are charged \$100/weekend or \$75/weekdays to rent the hall, plus a **\$300 security deposit**. Fees must be paid at time of reservation.

Postal money orders are the only acceptable form of payment and will be made out to **American Postal Workers Union**. One money order can be used for both payments and the cleaning option if chosen.

The Hall rental period begins and ends at midnight. If you want to go past this time period, you should also rent the following day.

Refund Policy is as follows; \$50 refunded if notified more that 30 days in advance of rental date and Zero refund if less than 30 days before rental date

THE RENTER MUST BE A MEMBER OF THE PROVIDENCE RI AREA LOCAL #387. THE APWU MEMBER MUST BE PRESENT AT THE UNION HALL FROM THE TIME THE RENTAL BEGINS UNTIL IT ENDS.

YOU MUST CLEAN THE HALL AT THE END OF THE RENTAL UNLESS YOU CHOOSE THE CLEANING OPTION FOR AN EXTRA \$100.

The cost of renting the hall does not include any janitorial services. A janitor will not clean the hall after your rental. The way you leave the hall is the way the next renter will get it unless you choose the cleaning option before you rental begins. If the hall is not clean and set up as described in this Rental Agreement before your rental, then you can cancel your rental before you use the hall and get a refund of all your money. Contact the Building Manager and report your problem. If you use the hall then you must clean and set up the hall as described in this Rental Agreement including anything that was done or not done by the previous renter. **“It was like that before I rented the hall” is not an excuse.** The renter must remove all rubbish from inside the building and any litter from the outside of the building including the lawn and parking lot and deposit it into the Dumpster located at the rear of the building. You must put a trash bag in every trash can. The renter must remove all decorations including tape and tacks. The renter must clean everything that you have used in the hall, the kitchen and the bathrooms. The round tables should be evenly spaced on the large carpeted floor. There should be eight chairs neatly placed around each table **or neatly placed on top of the tables**. There should be no chairs stacked up anyplace. The rectangle tables should be against the wall. You must vacuum and wash the floors.

You are not permitted to bring anything to the hall before your rental or leave anything at the hall after your rental. The renter must make sure that the stove, the water, and the inside lights are turned off, and the doors must be locked.

The Providence Rhode Island Area Local #387 will not be responsible for any lost and/or misplaced items, and will be held harmless of any liabilities.

The renter is responsible for the actions of himself and all of his guests. The renter is also responsible for the safety of himself and his guests. If the hall is unsafe to use for any reason, and the renter cannot make it safe by himself, then the rental must be cancelled. Some examples are: snow, ice, power outages, and equipment breakdowns. The renter is responsible to protect the hall property inside and outside during the rental. **Renters are required to furnish PRIAL 387 with certificates of insurance for anyone the renter employs for their function, such as DJs, caterers, or party planners.**

The renter will pay for any damage to the hall.

Security Cameras are now recording the perimeter of the building and inside the main hall and kitchen.

There is **NO SMOKING** allowed in any inside areas of the hall.

Bachelor / Bachelorette Parties and **loud music** are **not allowed**, nor will the renter permit the sale of alcoholic beverages or gambling, nor condone the use and / or sale of illegal drugs.

All outside activities and indoor music must end by 11 PM, and all indoor activities must end by 12 AM (midnight). If the police are called to the union hall because of the acts of the renter or any of his guests, the Rental will end immediately, and the security deposit will be forfeited, and future rentals prohibited.

The security deposit will be returned when the key is returned, and the hall has been inspected. Failure to abide by this agreement will result in a loss of your security deposit.

By signing this Rental Agreement you agree to everything in it on both sides.

RENTER _____ Signature _____

Renters phone# _____ Date _____

APWU representative _____ Signature _____

Building Manager's email - nick@apwupvd.org