



*Tampa Lodge No. 27
6912 N. Florida Avenue
Tampa, Florida 33604
(813) 237-2323*

Reservation of Lodge #27 for Special Events (Updated 12/2012)

1. General

Only members in good standing of the Fraternal Order of Police, Tampa Lodge 27 will be eligible to reserve the Lodge for events. The reserving member will make contact with the Board Member in charge of Lodge Reservation, to verify the availability of the Lodge. The Lodge will be rented on a first-come, first-serve basis with the Lodge's Reservation Log documenting the order of reservation placement. In the event the Lodge erroneously double books a date, the Lodge will attempt to accommodate the aggrieved party by offering alternative dates – but under no circumstances will the Lodge be held financially responsible. Moreover, the reserving lodge member herein agrees to hold the Lodge harmless in such an event.

The reserving lodge member will complete and forward this application for rental to the Lodge at the address listed above for review and final approval. The Fraternal Order of Police, Lodge 27 Board of Directors reserves the right to refuse the use of the Lodge to any person, party, or organization. The reserving member must complete the application at least **two-weeks** before the scheduled event to reserve the Lodge. The Lodge will not reserve any dates without a **\$100.00 deposit**. The deposit will be returned if the Board of Director's deems the Lodge was left in good repair and no rule violations were committed.

The Board Member representing Lodge Reservations will notify the reserving member of final approval. At this time, a **\$250.00 fee** will be assessed. The Board may waive these fees as a donation. This fee will be for electricity, cleanup and miscellaneous building expenses. This fee must be paid in full at least **(7) seven days** before the event. Failure to submit the required reservation rental fee within the prescribed time limits will result in the removal of the member's reservations from the Lodge's Reservation Log. The **\$100.00 deposit** will be returned if the Lodge Reservations are canceled at least (7) seven days before the event.

The reservation is for **(4) four hours** in length and all activities must be concluded no later than **12:00 a.m.** The Board of Directors must approve (in advance) any deviation from this time but no party will continue past **1:00 a.m.**

The reservation of the Lodge includes the use of the parking lot, main meeting hall, outdoor barbecue, and restrooms. The kitchen is available and can be used without an

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additional cost. However, the kitchen use does not include the use of the Lodge's items such as refrigerated or pantry items. The kitchen must be left clean at the end of the event. If the member was given access to the kitchen key it must be turned in to the Board of Director monitoring the event prior to leaving the Lodge premises. There are no exceptions with the use of the kitchen.

The beer kegs located behind the bar in the meeting hall is for General Membership Meetings and will not be available during any function not sponsored by FOP Lodge 27.

The "Members Only" bar and game room **are excluded** and will remain open to active members use (on-duty or off) at all times. It is the reserving lodge member's responsibility to keep their guests who are not active members of the lodge from these "Members Only" areas.

All events require the presence of a Board of Director or designee who will be available during the event to assist with questions and monitor the function. The Board of Director or designee will do a walk-through of the Lodge to include the kitchen and parking lot prior to end of the event.

2. Rules

The member who reserves the Lodge **must** remain on the property for the entire length of the event and must meet with the Board of Director or designee prior to the start of the event and at the conclusion to verify the condition of the Lodge. If the member has left the premises without approval from the Board of Director monitoring the party, the Board of Director will immediately end the party. The fee to include the deposit will be forfeited to the Lodge.

The reserving member will not sub-lease the Lodge, charge admission to the Lodge, sell tickets to the event, or assign responsibility to another member. The event will be canceled and the fee to include the deposit will be forfeited to the Lodge. The Lodge will only be used for the purposes specified herein. Furthermore, attendance to the event is limited to 200 people.

Non-members should not be allowed to remain on the premises after the event has concluded. The reserving member should make sure all guests have left the premises prior to their departure.

The cleaning of the kitchen is the responsibility of the reserving member. The kitchen must be cleaned at the end of the event. The parking lot and surrounding parking lots must be left free of debris.

Decoration of the Lodge is permitted, however no adhesives, tapes, nails, tacks or other implements, which might deface the exterior or interior, are permitted. Lodge Identification items cannot be removed or taken down without prior approval from the Board of Director's.

Tables, chairs, boxes, or other items cannot block doorways.

Reserving Members Initials: _____

The electronic equipment may be used but must be set up by the Board of Director monitoring the event.

All Lodge air conditioners are timer-driven. Under no circumstances will the reserving member or their guest place any foreign objects in the timers to defeat their normal functionality. Placement of foreign objects in the timers causes the timers to jam and fail. In the event, timers are damaged; the reserving member will be held responsible for the repair cost.

Under no circumstances will any form of pyrotechnics be allowed on Lodge property.

If the member is found to violate any rule, their membership at Lodge 27 will be reviewed by the Board of Director's for possible revocation from the Lodge.

3. Conduct

The reserving member is responsible for the conduct of their guest(s). Any damage to the Lodge or parking lots, which is caused by the reserving member, or any of their guests, will become the sole responsibility of the reserving member, who will be billed for damages over the \$100.00 deposit . The member agrees to pay the Lodge any additional fees within two weeks of the event.

It is reserving member's responsibility to request the Board of Director or designee to check the Lodge for damage and parking lots for debris before leaving. If this is not done and there is damage, the reserving member will be contacted by the Maintenance Committee at their earliest convenience.

The reserving member will not allow any conduct, which would discredit or embarrass the Fraternal Order of Police or any of its members. Gambling or other acts specifically prohibited by Florida State Statutes are not permitted on Lodge property.

The free offering or serving of alcoholic beverages is allowed, but under no circumstances may it be offered for sale – which would be a violation of the Lodges liquor license. Furthermore, it is the reserving member's responsibility to ensure that no alcoholic beverages are served or consumed by anyone under the age of 21-years old. Moreover, it is the reserving member's responsibility to ensure that no guest, attendees or participants to the member's event are served alcoholic beverages if they appear impaired.

The monitoring and serving of alcoholic beverages is the complete responsibility of the reserving member and the Lodge takes no responsibility for their actions or failure to take action in these matters. The reserving member agrees to hold harmless the Lodge for any ramifications resulting from the serving or use of any alcoholic beverage, and the reserving member accepts complete responsibility.

The reservation or event may be terminated during the event for any violation of the rules of the lodge as stated herein, and/or violation of any Florida State Statues.

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HOLD HARMLESS AGREEMENT

The Entity shall indemnify and hold harmless the Fraternal Order of Police Lodge #27 and its agents from and against all losses and all claims, demands, payments, suits actions, recoveries and judgments of any nature and description brought or recovered against it by reason of any act or omission of the Entity, or his agents by the execution of the lodge rental and further any costs incurred by the Fraternal Order of Police in defense of any claim, demand, payments, suits, actions recoveries and judgments of any nature which are deemed not to be the sole responsibility of the Fraternal Order of Police shall be reimbursed to the Fraternal Order of Police by the Reserving Member.

Costs shall be deemed to include, but not limited to, attorney's fees, filing expenses, expert witness fees, reproduction costs and long distance travel and telephone expenses in connection with the defense and shall bear the prevailing interest rate.

The Entity shall be responsible for all damages to persons or property caused or alleged to have been caused by or incidental to the execution of this agreement and shall defend suits or claims arising from or incidental to the Lodge Rental without expense or annoyance to the Fraternal Order of Police or its agents. The Fraternal Order of Police shall have the right to retain out of payment, sufficient money to settle any such claim.

Printed Name of Member

Signature of Member

Date

Printed Name of Witness

Signature of Witness

Date

Reserving Members Initials: _____

I certify that I have read the Lodge rental agreement and I agree to all the terms as stated therein.

Reserving Member's Name: _____

Address: _____

Telephone Day: (____) _____ Night: (____) _____

Name of Organization or Group: _____

Address of Organization: _____

Telephone Day: (____) _____ Night: (____) _____

Type of Usage: _____

Date Requested: Day (____) Date: (____)

Times of Event: From (____) To (____)

For Administrative Purposes

Lodge representative receiving application: _____

Date Availability Confirmed Yes No

Placed on Lodge's Reservation Log Yes No Date placed: _____

Lodge Charge: \$100.00 deposit

\$250.00 rental fee

Additional hour fee \$100.00

* Check if waived by Board of Directors as donation to charity group.

Total Received: \$ _____ Received By: _____

Check # _____ * Check if Cash

Lodge Representative Assigned to Event: _____

Contact Telephone Number: _____

Reserving Members Initials: _____