

APPLICATION for USE of Manasseh Lodge No.182 A. F. & A. M.

Organization requesting use: (Organization meeting in Manasseh Lodge)

Order of Eastern Star

Order of Amaranth

Royal Arch

Knights Templar

DeMolay

Rainbow Assembly

Manasseh Lodge

Other _____

PURPOSE for which Lodge will be used:

DATE of USE: ____/____/____ **TIME of USE** from ____:____ to ____:____ (Including Practice/Setup)

PERSON(S) IN CHARGE: (At least Three (3) Adults, 2 of which must be present for all Youth Organizations)

Print Name: (ADULT member of above checked Organization requesting use)

1. _____
2. _____
3. _____

DECORATION Used: (Do not use nails, scotch tape etc.. which will damage the lodge)

YES (Please Explain)

NO

ENTERTAINMENT PROVIDED:

YES (Please Explain) _____

NO

Manasseh Lodge takes pride in our facilities, and we are happy to make them available to you. We have estimated that the operational cost for use of the Temple is \$20.00 per hour with an average use of four hours per function. A donation to help defray the cost is greatly appreciated. (Please See Reverse)

The facilities will be inspected after each function and any violation of the guidelines furnished with this application may result in denial of any further use. The organization holding the function will be held responsible for any and all damages.

I/We have read the accompanying guidelines as set forth for and my/our signatures/s on this application constitute/s agreement with this policy and knowledge thereof.

PERSON(S) IN CHARGE: (At least Three (3) Adults, 2 of which must be present for all Youth Organizations)

Signature: (ADULT member(s) of above Organization) **Cell phone must be of person who can be reached during event usage.**

1. _____ DATE: ____/____/____ Cell Phone: () _____ - _____
2. _____ DATE: ____/____/____ Cell Phone: () _____ - _____
3. _____ DATE: ____/____/____ Cell Phone: () _____ - _____

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FORM in USE for 2021-2022 year as of 07/01/2021

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TEMPLE Committee RULES/GUIDELINES Posted in LODGE and are available upon request.

Building Rules and Guidelines

- **NO ALCOHOL allowed in the building or on the grounds with the exception of approved events by both the Worshipful Master and the Methodical Digest.**
 - **Max capacity dining hall – 100 people**
 - **Max capacity lodge room – 150 people**

Donations requested for Temple Use per following table for Temple Maintenance.

Checks must include in comment line: DONATION FOR TEMPLE MAINTENANCE

- Using facilities for any masonic use or purpose and not using kitchen - \$150.00 for each occurrence
- Using facilities for any masonic use or purpose and using kitchen - \$175.00 for each occurrence
- Using facilities for any non-masonic purpose and not using kitchen - \$175.00 for each occurrence
- Using facilities for any non-masonic purpose and using kitchen - \$200.00 for each occurrence

All functions must end at 12 midnight and facilities must be left clean. This includes but not limited to emptying trash in bathrooms, dining room and kitchen. Clean-up must be completed within two hours after function ends. **If additional clean-up is required (waxing and/or buffing and/or trash removal), a clean-up fee of \$100.00 will be required which is not included in the above guidelines.**

NOTE: Appendant Bodies are responsible for providing all disposable supplies needed, except toiletries and trashcan liners, for their function and *Manasseh Lodge supplies* are **not** to be used without the Worshipful Master's prior approval. Manasseh Lodge supplies and Property (including but not limited to chairs, tables, ladders and other materials) must not be removed from Manasseh Lodge Premises without the Worshipful Master's or Temple Committee Chairman's prior approval and the Temple Committee Chairman notified.

All written requests for Temple use must be accompanied by a donation, for the prescribed function, per above schedule. Remember all donations are to be made by check, payable to Manasseh Lodge No.182 and must include in the comment line: **DONATION FOR TEMPLE MAINTENANCE**.

This form when complete should be sent to the lodge in one of the following ways:

**Emailed to lodgeuse@manassehlodge182.org
Mailed to the lodge at 9810 Cockrell Road, Manassas, VA 20110 or
Delivered to the lodge office (also inserted in mail slot from outside)**

Any questions should be directed to either:

Worshipful Master
Joseph Martinez
(703) 340-5914

ALL FUNCTIONS MUST BE IN KEEPING WITH MASONIC IDEALS

Approved: ___/___/___

Worshipful Master

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Check List for Use of Manasseh Lodge No 182

This form is to be filled out and left at Manasseh Lodge when the **event is over**.
You can slide it under the door of the Secretary.

Name of Organization: _____

Responsible person: _____

Date of Lodge use: _____

- Sign register (print name) of who signs in and out when finished
- Make sure all doors are shut tight before leaving.
- Trash put out and new bags installed (including rest rooms)
- Be sure to unplug the coffee hot plate and be sure the switches on the bottom of the coffee pot are off. (DO NOT UNPLUG the MAIN COFFEE POT)
- Dishwasher door left open and disconnect off
- Check all rooms including the kitchen make sure they are cleaner than you found them
- This completed form must be signed and slid under the office door at the end of your function.

Comments:

I certify that all cleaning has been done.

Signed: _____