



# *Gloucester Fraternity Club, Inc.*

*27 Webster Street . . . . . Gloucester, Massachusetts 01930*

## **MANAGEMENT OF THE HALL:**

The management of the hall shall be performed by a three (3) man committee. The committee will consist of the Vice President, who shall represent the board of directors, and two (2) members, who shall be approved by the membership.

It shall be the responsibility of this committee to approve or disapprove all events, which would be held in the hall.

In the event that a request for the hall is denied then the committee shall document the reasons why and submit this to the Chairman of the Board of Directors, via the Vice President.

All requests for hall rentals shall be made by the person or organization requesting the hall.

**If a member is requesting the hall for another person and the member is expecting to rent the hall for MEMBERS RATE then the member must fill out the application and the checks for the hall rental fee as well as the security deposit must be in the name of the member not the person renting the hall.**

The proper application must be filled out, and **the hall rental fee and security deposit** must accompany the application **in order to secure the rental date requested** before the committee approves the application.

The Security Deposit will be returned if the hall and kitchen areas are left cleaned and all rubbish has been removed to the Dumpster.

Should the hall and kitchen area not be left cleaned or the rubbish not removed to the Dumpster, the Security Deposit will be forfeited and placed into the General Fund via the Treasurer. The Club Janitor shall be hired to clean the hall and an appropriate amount of additional pay shall be given to the janitor. The board of directors shall approve this amount.

The committee will have the power to place a limit on the number of people attending a function, and also have the power to request that a policeman be hired with the cost being added to the rental of the hall.



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## **WHO MAY RENT THE HALL**

1. Any Regular, Guest or Life member of the club who is in good standing.
2. Any friend or family member of a Regular, Guest or Life member of the club who is in good standing.

The application process shall be as stated in the section "MANAGEMENT OF THE HALL" listed above, and all fee's shall also apply.

The Rental cost to be charged shall be the same rate as a non-member. In the event that a family member may be able to join as a Regular member of the club, they should be encouraged to do so, but this shall not have any bearing on the rental of the hall, except for the pricing structure.

3. Any outside organization or group wishing to rent the hall for a function may do so but the pricing structure shall be in accordance with the rates charged to "NON-MEMBERS" or "ORGANIZATIONS FOR MEETINGS".



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## **KITCHEN USE**

1. Any Regular, Guest, or Life member may have full use of the kitchen with no additional charge. The member must provide all details to the hall rental committee, and the committee must approve the plans.
2. Any non-member, organization, or group may use the kitchen but only to prepare light items. (i.e. heat up meatballs, light appetizers, prepare pastry tray's, etc...) Full use of the kitchen maybe allowed but only provided that all details are given to the hall rental committee and such committee approves of the plans. If full use of the kitchen is approved by the hall rental committee (i.e.: preparing a full meal on the premises) then a fee of one hundred dollars (\$100.00) shall be charged for use of the kitchen.
3. Full use of the kitchen will be allowed when a person or organization who rents the hall has hired a commercial caterer to serve a meal. Such plans will have to be approved by the Hall Rental Committee. If the hall rental committee approves full use of the kitchen (i.e.: caterer prepares the full meal on the premises, nothing brought in pre-cooked) then a fee of one hundred dollars (\$100.00) shall be charged for use of the kitchen.
4. **NO CLUB UTENSILS** of any kind will be provided for use to anyone who rents the hall. This applies to members as well as non-members.
5. The hall rental committee shall ensure that any caterer who uses the kitchen shall have a copy of their **INSURANCE POLICY** on file with the club. If the caterer does not have any **INSURANCE** then the Board of Directors must be notified via the Vice President and approval must be had by the board before the caterer is allowed to use the premises.



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## MISCELLANEOUS

1. Should any additional janitorial effort be required the janitor's wages shall be deducted from the Security Deposit.
2. Any Regular, Guest or Life member who is celebrating their 50th anniversary may have the hall rented for them with no charge. The application to rent the hall for such an event may be presented to the Hall Rental Committee by a family member or friend. The only fee which will be required will be the janitorial fee. Should a bar be requested the cost of the Bartender will be bore by the club.
3. Once this procedure is approved by the membership, any changes to this procedure shall be made as follows.
  - A. The requested change must be submitted in writing to the Chairman of The Board of Directors
  - B. The Board of Directors shall act on the request and shall vote on the request, then that vote shall be presented to the members and the members by a majority vote shall decide. Upon approval or disapproval by a majority vote of the members, the change shall be in effect or be denied.
4. When the hall is rented by a group or organization, No out side Advertising may occur unless the contents of the advertising has been approved by the Hall Rental Committee.