

LINCOLNITE CLUB, INC  
POST OFFICE BOX 434  
MARION, ALABAMA 36756  
Thomas J. Miree National President  
(734) 368-0632; tmiree@att.net

## **Lincoln School Campus Buildings and Grounds Rental Policy and Guidelines**

### **Buildings and Grounds Rental Policy**

The Lincolnite Club, Inc, from time to time, based on availability, will rent space to other non-profit organizations local community organizations or individuals for cultural programs or events. Rental space for these activities is available in the Phillips Memorial Auditorium, Classroom Addition Building and Picnic Pavilion (Shed). The Lincolnite Club, Inc programs and events will be given priority for the use of all buildings on the Lincoln School Campus except for exclusive long term contractual agreements.

No Teen Dances are allowed. Teen events such as Open Houses and small birthday parties that end before 9 p.m. are permitted. Moreover, the Lincolnite Club, Inc. reserves the right to refuse use of c a m p u s buildings to any individual/individuals or organization. Rental of space on the Lincoln School Campus is contingent on agreement to abide by this rental policy and guidelines and completion of a companion rental contract (attached).

Event space rental Applications requests may be obtained by Calling (678)695-9807 or email: [info@lincolniteclubinc.net](mailto:info@lincolniteclubinc.net) 45 days before the planned event.

### **Event Space Rental Agreement and Contract**

#### **General Responsibility Commitment:**

Any organization or individual requesting rental of the Phillips Memorial Auditorium or space in the Classroom Addition Building will be required to complete an application and agree to abide by the accompanying Rental Agreement Conditions and Responsibilities of the Renter contained herein.

Event on-site security will be furnished by the Lincolnite Club, Inc. at the expense of the renter for events open to the general public. The cost of this security will be added to the rental fees.

Event Space Rental Agreement Questions or comments should be directed to:  
Lincolnite Club, Inc. [info@lincolniteclubinc.net](mailto:info@lincolniteclubinc.net)

**LINCOLNITE CLUB, INC.**  
**LINCOLN SCHOOL CAMPUS EVENT SPACE RENTAL AGREEMENT AND CONTRACT**

Event date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ wrap Time: \_\_\_\_\_

Event name: \_\_\_\_\_ number of guests: \_\_\_\_\_

Single Event or multiple days/nights: \_\_\_\_\_

details (For the best event pre-planning and production please provide, on page two, a detailed plan and desired schedule for specific times and aspects of your event).

Client(s)/ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ city: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**NOTE:** rental time is based on eight (8) hours, which is inclusive of load-in and load-out. additional time, if needed or requested, is subject to additional fees. it is understood that your event may be shorter than 8 hours.

- a signed contract and date-hold deposit in the amount of \$500.00 (per each 8-hour rental period) must be received to reserve your date(s) and time(s).
- The balance of your space rental fee is due thirty (30) days prior to your event.
- miscellaneous costs, such as catering, furniture, and equipment rentals are due ten (10) days prior to your event.
- a copy of your Special Event Liability insurance (see insurance section on page 2) is due no later than ten (10) days prior to your event
- any additional costs that arise will be due within two (2) days of your event.

Payments should be made **to Lincolnite Club, Inc.;** Cash, Check and Money Orders are accepted.

No refunds of the space rental fees will be paid 25 days prior to an event, as your agreement to rent a Lincolnite Club, Inc Venue on this date may cause the loss of additional bookings or business. Reserved food and catering, along with rentals and/or purchases necessary to produce your event may not be refunded, or may not be refunded in full if costs have been incurred toward that obligation.

Acknowledged, agreed and authorized by Primary contact/renter: \_\_\_\_\_ date: \_\_\_\_\_

Acknowledged and agreed by Lincolnite Club, Inc. \_\_\_\_\_ date: \_\_\_\_\_

**Please initial and date the following three pages.**

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## **CONDITIONS AND RESPONSIBILITIES OF RENTER**

*Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping rented space on the Lincoln School Campus a well maintained and safe location for future use.*

## **DEPOSIT/RENTAL FEES**

a signed contract and date-hold deposit in the amount of \$500.00 (per each 8-hour rental period) must be received to reserve your date(s) and time(s). The balance of your space rental fee is due thirty (30) days prior to your event. Miscellaneous costs, such as, catering, rentals, etc., are due ten (10) days prior to your event. Any additional costs that arise will be due within two (2) days of your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

## **INSURANCE**

Special Event Liability insurance is required of all renters and is due no later than ten (10) days prior to your event. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring the Lincolnite Club, Inc. and its employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$2 million. The Lincolnite Club, Inc. shall be named as an additional insured of said policy.

Any caterers and/or outside vendors, companies, and/or institutions must provide a copy of their certificate of insurance and catering License to the Lincolnite Club, Inc., naming the Lincolnite club, Inc. as stated, and will be delivered at least one month prior to the event.

## **LIABILITY**

Renter agrees to indemnify, defend, and hold the Lincolnite Club. Inc. officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provisions and service.

In the event the Lincolnite Club, Inc., officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this

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agreement, renter agrees to pay all reasonable attorney fees, court fees, and costs of suit incurred by the Lincolnite Club, Inc. including all collection expenses and interest due.

### **CATERING STANDARDS**

If food is to be served, it is the responsibility of the renter to oversee its preparation/serving and adherence to the City, County, State and National **Food Laws/Codes**.

The group and/or individual renting the space is responsible for clean-up and must leave the area in its original condition.

We highly recommend that a caterer be selected from the Lincolnite Club, Inc. recommended caterers list for your event. Our recommended caterers have experience working with the Lincolnite Club, Inc. and are familiar with our regulations, policies, and procedures. Use of caterers not on our recommended list may result in an increased deposit and fee.

**Insurance/Credit Card**—all caterers working at the Lincolnite Club, Inc. are required to have a valid certificate of insurance and a credit card on file with us.

Caterers must remove all trash, composting and recyclables from the site as we do not have adequate facilities. All trash, including sorted recyclables and properly sorted compostables, must be collected, properly bagged and removed by the caterer.

Failure to remove or clean will result in additional fees to caterer and will be charged to the caterer's credit card on file. The Lincolnite Club, Inc encourage those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions.

### **CAPACITY**

- Phillips Memorial auditorium—xx at table, xx in auditorium seated xxx Reception style
- Classroom Addition Building Assembly area—xxx for seated Seminar style , xx lecture style, xxx standing reception
- Classroom Addition Building Lounge—xxxx Reception Style, 170 standing including hall.

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## **SITE DECORATION**

The Lincolnite Club, Inc. wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that only the staff of the Lincolnite Club, Inc, rearrange and move any furnishings, including, but not limited to, artwork, lamps, antiques or seating. No nails, screws, staples or penetrating items are to be used on our walls or floors. No glitter or foil (non-paper) confetti is allowed on site. Only low tack tape is allowed on our floors and wall. Any damage will be charged after your event.

## **CONDUCT**

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of the Lincolnite Club, Inc., on-site security, shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the event costs shall be made.

## **LIVE MUSIC/DJs/NOISE**

Please be aware that the premises are located near residential areas and therefore neighborhood noise regulations do apply. In the event that renter's event creates a disturbance due to high noise volume. The Lincolnite Club, Inc. on-site security/manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at the Lincolnite Club, Inc. discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, No portion of the event costs will be refunded to renter.

Loud music must end by 10 p.m. during weeknights (Monday thru Thursday) and by 11:30 p.m. on weekends (Friday and Saturday). Additional time can easily be added provided the volume is modest and it cannot be heard beyond the boundaries of the property or by immediate neighbors.

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### **CITY, COUNTY, STATE AND FEDERAL LAWS**

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is an alcohol free, a drug free and non-smoking facility at all times, NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol on the premises at any time. The Lincolnite Club, Inc. reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of the Lincolnite, Club, Inc. or the safety of its staff, guests, or building contents.

### **CANCELLATION**

Date-Hold deposit is non-refundable

From 25 days prior to event: No space rental payment will be refunded

### **LOAD-IN/LOAD-OUT AND STORAGE**

All load-ins and load-outs must take place within the designated timeframe given by the Lincolnite Club, Inc. If there is an event prior to yours a timed delivery will be required. The Lincolnite Club, Inc. is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative.

Limited storage is available upon request. Storage fees will be applied to any items left overnight or beyond normal load-in/load-out times. This also applies to items left post event for shipment out via courier. note: it is not the responsibility of the Lincolnite Club, Inc. to ensure that pick-ups are scheduled and executed.

### **CLEANING, TRASH AND EQUIPMENT REMOVAL**

The Lincolnite Club rented venue will be in a clean condition prior to your event. within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found.

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Lincolnite Club, Inc. encourage those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. Lincolnite Club, Inc. is committed to close to zero waste events as possible. all trash, including sorted recyclables and properly sorted compostable, must be collected, properly bagged and removed by the renter or the caterer.

All rental equipment must be removed immediately following your event. Our freight elevator on moss Street is available for use.

### **ENTRY AND EXIT**

Renter agrees that Lincolnite Club, Inc. staff may enter and exit premises during the course of the event. a representative of the Lincolnite Club, Inc. will be on site during your entire event and will be checking periodically with the responsible parties to insure everything is running smoothly. we will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

### **LOST AND FOUND**

Lincolnite Club, Inc. take no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

### **PROMOTIONS AND COPYRIGHT**

It is important to us that you have a fantastic and successful event. Should the Lincolnite Club, Inc. be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications.

We are happy to provide professionally created images of our space for promotional materials.

We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about the historic nature of the building, or its contents.

A representative of the Lincolnite Club, Inc. and/or promotional materials and

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signage will be present at all events, and any questions about the space, its contents or about our upcoming events and the charities we support can be directed to that representative.

I/We agree to adhere to the above rental rules of the Lincolnite Club, Inc. I/We understand that a violation of any of these rules could result in the immediate cancellation of my/our event. I/We agree that the specifics of the rental agreement will be detailed in a contract between Lincolnite Club, Inc. and the rental requesting organization or individual/individuals.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Lincolnite Club Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

DRRAFT

Contact/Renter Initials: \_\_\_\_\_

Date: \_\_\_\_\_