



St. Vincent Scouts

Troop 2 Team 6402 Post 2802
Anthony Wayne Area Council Fort Wayne, IN

CHECK OUR WEBSITE TO SEE IF YOUR DATE IS AVAILABLE PRIOR TO SIGNING AND MAILING THIS USAGE CONTRACT: www.svboyscouts.org
To contact someone with your questions, please email lodgerental@svboyscouts.org

Usage Date/User's Name: _____

USAGE AGREEMENT

THE DATE LISTED ABOVE IS NOT ANCHORED (RESERVED) UNTIL DEPOSIT HAS BEEN RECEIVED BY ST. VINCENT SCOUTS!

NON-REFUNDABLE DEPOSIT REQUIRED TO HOLD DATE.

PLEASE REVIEW THE FOLLOWING CONTRACT, FILL IN THE APPROPRIATE BLANKS, AND RETURN THE FULL FORM, WITH THE REQUIRED SECURITY DEPOSIT(SEPARATE CHECK FROM LODGE RENTAL PAYMENT). MAKE CHECKS PAYABLE TO "**ST. VINCENT SCOUTS**", SEND TO: Rental Coordinator, 8965 AUBURN ROAD, FORT WAYNE, IN 46825. AFTER APPROVAL, A SIGNED COPY WILL BE RETURNED FOR YOUR USE. RETURN THE FLOOR PLAN ATTACHED TWO WEEKS BEFORE YOUR EVENT, AND SHOW GENERALLY HOW YOU WANT YOUR TABLES AND CHAIRS ARRANGED, IF THE SCOUTS WILL BE DOING SET UP AND CLEANUP.

FOR OFFICE USE ONLY:

AMOUNT DUE _____ DATE DUE _____ AMOUNT PAID _____

DATE PAID _____ CHECK # _____

TOTAL DEPOSIT DUE: _____ DATE PAID _____ CHECK # _____

TOTAL USER FEES DUE: _____ DATE PAID _____ CHECK # _____

USE AGREEMENT - ST. VINCENT SCOUT LODGE

The following regulations and usage agreements apply to all groups and individuals using the St. Vincent Scout Lodge:

1. USE: The Scout Lodge is owned by the St. Vincent Boy Scouts, a part of St. Vincent Catholic Church, and supported entirely by their own projects. Others may use the building by sharing in the cost of operating the building, when it does not interfere with Scout usage, as set forth herein. It is available for use by the following groups or individuals, on an availability basis: St. Vincent Scouting organizations, St. Vincent Parish organizations, especially youth organizations, area Scouting organizations, Not-for-Profit organizations in the local community, and individual members of St. Vincent Scouts and Parish, and their guests.

2. RESERVATIONS: All reservations for use shall be made with **Rental Coordinator, 8965 Auburn Road, Fort Wayne, IN 46825, (489-1763)**. Available dates may be checked by phone or mail, but a reservation shall be considered confirmed and binding only when this agreement is signed by all parties and the damage deposit is paid. In case of cancellation, full refund will be made sixty (60) days in advance if properly notified; 90% will be refunded if canceled twenty (20) days in advance; 50% will be refunded if canceled ten (10) days in advance, and 40% will be refunded if canceled one (1) day in advance. Failure to show for a contracted date will cause the entire user fee to be due, if no notice of cancellation was received at least twenty-four (24) hours prior to the event. Please forward your check and the signed contract to the listed address -- the date will be confirmed, the contract signed, and a copy returned to you for your reference. One-half of the user fee must be paid sixty (60) days in advance, unless total fee is under \$100.00. Final payment in full of all fees due must be made twenty (20) days prior to use, or contract may be canceled.

3. DATE AND TIME: Fill in all information for your intended use - Quoted rates apply between 9:00 A.M. and midnight for an all-day party (the-five hour rental must also fall within this time range) - all other times are \$30.00 per hour, unless otherwise stated:

Kind of Meeting or Party: _____ Date of Use: _____

_____ Day of the Week: _____

Start Time for Set up: _____ A.M.- P.M. Beginning of Meeting: _____ A.M.- P.M. End of Meeting: _____

_____ A.M.-P.M. Final Cleanup Time: _____ A.M.-P.M.

4. DAMAGE DEPOSIT: Usage rates for private groups and other similar events include a reasonable charge for normal cleanup costs incurred. A deposit to cover cancellations costs, extraordinary cleanup or actual damage incurred, shall be paid at the time of booking, as follows:

\$ 50.00 for use of activity room OR lounge, b. \$100.00 for use of two or more areas.

Such deposit shall be retained pending the final cleanup of the building. If the building is returned in an undamaged condition (ALLOWING SMOKING SHALL BE PRESUMED TO BE DAMAGE IN THE AMOUNT OF \$50.00 / HR. - SEE "NO SMOKING SECTION BELOW), then the entire deposit will be refunded within 60 days after the event, to the address shown at the end of this agreement, or subsequently provided in writing. If damage is discovered, forcing Scout personnel to repair the damage, or do extraordinary cleaning, the repair or cleaning fee shall be assessed at the rate of \$20.00 per man-hour for the time actually incurred by the Scouts cleaning or repairing all areas used, including common areas, bathrooms, and exterior areas. (If more than one event is occupying the building, then the common area repair charge may be pro-rated between the organizations in proportion to the amount of the repair required for each.) Any repairs made by outside contractors will be reimbursed for the full amount of any bill received from said outside repairman, plus a billing fee of 10%. Limited new marks on walls or other damage not requiring immediate repair may be charged at a flat rate of ten dollars, at the option of the Scouts. Any amounts remaining from the damage deposit not used will then be refunded after repairs have been completed. If for any reason the cleanup or damage repair exceeds the amount of the deposit, a bill will be tendered. If you elect to clean yourself, then tables and chairs should be wiped clean, carpet should be vacuumed, and all floors wet-mopped, including entrance, kitchen, and lavatories, as needed. NO TAPE SHALL BE USED ON TABLES. WALLS. OR FIXTURES! Return all tables and chairs to their regular position as shown on the attached sample floor plan - do not stack chairs higher than nine (9) chairs at any time --ten or eleven chair stacks will eventually fall over, often many hours later. All trash should be placed in the sanitainer at the corner of the parking lot. The Lodge is not responsible for any items left after your use, although a lost and found box is maintained. If you do not have a key, lock all interior doors with push button locks, and turn off all lights that you can before leaving.

5. SET UP REQUESTED: St. Vincent Scouts will set up the room(s) in advance of the meeting, according to the following requests, unless you elect to do your own set up and cleanup.

- a. Chairs needed: _____ Which room? _____ b. Tables needed: _____ Which room? _____
- c. Moving wall(s): _____ Opened unless noted:
- d. Any helium balloons (paddle fan will be off)? _____
- e. Other: (Describe): _____

The Activity room of the Scout Lodge is not air-conditioned, so please take that into account for summer usage, especially in the heat of the day. The folding partition walls should never be moved by any user -- the seals can be damaged, and the user will be responsible for repairs. Please use the attached map to lay out approximate location of tables, food, etc., and return with final payment fifteen days before party, so that a rough layout can be achieved before your arrival for set up. We will be happy to advise you on particular layouts you may desire, but we do reserve the right to approve final set up for safety and usage considerations. Note: Any decorations or materials to be brought into the Scout Lodge should be cleared in advance with the St. Vincent Scouts so as to limit the possibility of undue damage to the building, fire hazards, or conflict with other uses planned. Only properly certified fire-proof decorations may be used. No tape please. NO BEVERAGE DISPENSING UNITS ON CARPETS. Garage area is no longer available for usage. Most items generally kept in the usage area cannot be moved out for your event.

6. ROOM RESERVATION AND USAGE FEE: (Please check all boxes that apply in the left column, and enter the appropriate figure in the right column under amount due.)

ALL DAY RENTALS – THESE ARE FIRM REGARDLESS OF RELATIONSHIP WITH SCOUTS:

Large private party (over 150 people -- both rooms and kitchen used) (Total number expected: _____).
Advance set up and decorating is to take place from 9:00 A.M. to Midnight.
A \$30.00 per hour additional charge will apply for earlier or later use. Base Fee: \$400.00

Regular private party (between 50 and 150 people - One room and the kitchen) (Total number expected: _____).
Time will be allowed for advance set up and decorating, all to take place from 9:00 A.M. to Midnight.
A \$30.00 per hour additional charge will apply for early or late use. Base Fee: \$300.00

Small private party (under 50 people -- one room and kitchen) (Total number expected: _____).
Time will be allowed for advance set up and decorating, all to take place from 9:00 A.M. to Midnight.
A \$30.00 per hour additional charge will apply for early or late use. Base Fee: \$200.00

FIVE HOUR RENTALS: (decorations allowed & includes set-up and clean-up)

Large meeting or party - over 150 people, two rooms and kitchen included (Total number expected: _____).
Base Fee: \$200.00 - Do your own set up and cleanup. ____

Small party (Under 120 people, two rooms and kitchen included) (Total number expected: _____).
Base Fee: \$150.00 - Do your own set up and cleanup. ____

Single room meeting (Under 50 people, includes kitchen included) (Total number expected: _____).
Base Fee: \$125.00 - Do your own set up and cleanup. ____
You must indicate Activity Room or Lounge: _____

Special schedule and fees available for repeated usage, multi-day events, etc.

EXTRA ITEMS AND/OR CHARGES:

ADD \$20 per hour TO GET IN up to 6 hours EARLIER -- SUBJECT TO AVAILABILITY
(DAY BEFORE ON LARGE PARTIES, 4 HOURS EARLY ON 5-HOUR PARTIES) __ INDICATE TIMES
DESIRED: _____

Indicate number of extra items requested - NO GUARANTEE OF AVAILABILITY – REFUND MADE IF NOT USABLE =

- | | |
|---|---|
| ___ 100 cup coffee pot (2 available) = \$10.00 each | ___ Microphone & Sound = \$10.00 |
| ___ 36 cup coffee pot (2 available) = \$5.00 each | ___ Stereo Sound system = \$20.00 |
| ___ Large roaster (3 available) = \$10.00 each | ___ Lawn areas only for games = \$10.00 |
| ___ TV monitor and VCR / DVD player = \$10.00 | |

(no cable connection)

TOTAL USER FEES -- 50% DUE BY 60 DAYS PRIOR, 100% DUE BY 30 DAYS PRIOR

7. ACCESS AND KEYS: Arrangements will be made for opening and closing the building or delivery of the appropriate keys for the facilities requested. Organizations using the facilities on a regular basis may also be issued a key. Regular keys so issued shall be turned in and checked out at least every six (6) months, and any missing or lost key should be reported immediately. In order to maintain security, keys shall not be duplicated, and upon notification that any key has been lost, duplicated, or security otherwise compromised, said responsible person shall immediately pay the cost of re-keying all appropriate compartments or doors that may be affected by said key. Please be aware that certain keys will operate several different doors depending on the use required. At no time shall any other person (especially children) be given control of the key issued -- unauthorized keys will be seized and not returned.

8. PARKING: At this time, parking for approximately 120 vehicles is available adjacent to the Lodge, both north and south. Each user of the Lodge shall be responsible for the orderly parking of all cars attending their meeting. Under no circumstances may cars be allowed to park on Wallen or Auburn Roads, and any overflow parking shall be confined to the St. Vincent Church and School lots located one (1) block South of the Scout Lodge.

9. NO SMOKING: Because smoking is a fire hazard, invariably damages carpet and fixtures, leaves an odor behind, is offensive to many guests, and is a very poor example for the youth of St. Vincent, the Scout Committee has voted to make the Scout Lodge a completely Non-Smoking facility. **SMOKING IS PROHIBITED IN ALL AREAS OF THE BUILDING.** Violators will pay an extra charge of \$50.00 per hour, increased to \$200.00 per hour for flagrant violations, to be withheld from the damage deposit. Users also assume full responsibility for any damage caused by improper smoking in any area of the building, **AND MAY BE DENIED ALL FUTURE USE OF THE SCOUT LODGE.** Please use exterior ash containers on the porch area for all smoking requirements.

10. SECURITY: Each organization or individual using said building shall be responsible for its own security. In the case of large private parties, one Scout leader will be present to assist you with any problems -- please advise him or her of any difficulties immediately. Other users are responsible for closing and locking the building (if Scout personnel are not present) and turning off all lights, fans, kitchen equipment, sound equipment, heat turn-backs, etc. Be sure the outside doors are locked and that the thumb-latch will not release or open the door. Check all four exterior doors to be sure they are secure. Regular users will be instructed on setting the security system before leaving. Rules for check-out procedures are posted in the kitchen.

11. INSPECTION AND USE: Alcohol use within the facility shall be the responsibility of the user of the building. Indiana law regarding sale of alcoholic beverages and delivering of alcoholic beverages to minors shall be strictly enforced. We have no provision for storage of kegs, nor ice. St. Vincent Scouting organizations will not provide bartenders, beer, or other alcoholic beverages to any user of the facility. Health Department rules shall be followed, and permits acquired when necessary. Caterers, bands, or other sub-contract groups should be made aware of all Lodge Rules. It is recommended that such groups inspect the facilities before contracts are signed, to be sure the facilities are sufficient for their requirements. The Scout Lodge will be decorated extensively for the holidays, including Christmas trees, which may take up some floor area. The parking area and garage will also be used for Christmas tree sales at the holidays, which may limit or interfere with parking or other outdoor use of the Lodge, and the public restroom area. The Lodge is usually not available for rent during the months of August, September, October, & November, due to full usage by the HAUNTED CASTLE project, which may also extend to other months and times. The lavatories and entrance areas are considered common areas, and may be used by others during your event. Scout personnel may also need access to kitchen and storage areas on a very limited basis, so these areas may not be blocked, including all exits and doors. Kitchen supplies on hand (except for normal usage of trash bags, paper towels, and bathroom supplies), leftover food items, etc. may be used, only if immediately replaced. Storage cabinets may not be accessed to borrow needed items, unless Scout personnel give permission, and the used items are all replaced. All items brought into the Lodge need to be removed upon completion of your event, unless otherwise agreed — items left at the Lodge after your event are to be presumed abandoned, and will be disposed of or re-used by the Scouts, unless otherwise notified. Please immediately return any Lodge items mistakenly removed during your use.

12. HEAT AND VENTILATION: Each room of the facility has special controls for ventilation, heating, air conditioning (lounge only), dimmer lighting and sound. Each user is responsible for determining correct usage of the facilities, so as to limit the waste of energy and wear and tear on the electrical or mechanical equipment. Heating and air conditioning have timer turn-up controls in

each room that need to be turned on and allowed to operate for 20-50 minutes to bring the rooms to proper temperature -- be sure they are turned off before leaving. Night lights and paddle fans cannot be turned off unless specific advance notice is given. Upon completion of your usage, it is expected that all lights, ventilations fans, heat turn-ups, air conditioning, sound systems, and kitchen equipment will be turned off, re-cleaned, and properly stored. No materials are to remain in the Lodge that may cause a fire hazard at any time. Keys for the light switches will be stored in the copy room --the lights require up to ten (10) minutes to warm up, so do not turn them off prematurely. Air conditioning and heating may only be used with the appropriate doors closed to control the flow of air — do not attempt to heat the entire outdoors, nor open windows in the winter - turn down the heat controls, or consult Lodge personnel to assist you. Portable fans may be made available at some times of the year for your use - please do not abuse.

13. PAYMENT AND COLLECTION: User acknowledges that he/she has fully inspected the facilities available at the Scout Lodge, including all available chairs, tables, kitchen equipment, sound equipment, and other facilities, and that he/she is satisfied that all such equipment satisfactorily meets his/her needs. Changes in the facility or equipment available are made continuously, and the Lodge's responsibility shall be limited to refund and cancellation of the contract, if any such change or modification significantly affects the user's intended use of the facility. Each user certifies that all of their guests will follow all rules contained herein or posted in the Scout Lodge and adjacent facilities, and will be responsible for any problem arising as a result of breach of these rules. Payments due as a result of the use or misuse of the Scout Lodge shall be promptly paid to St. Vincent Scouts as heretofore required, and all users give the right to St. Vincent Scouts to collect any sums that may be due under this agreement, in any Court of appropriate jurisdiction, and to recover from said user, all costs incurred for collection of same, including reasonable attorney's fees. No user fees will be refunded for any reason, although the Lodge reserves the right to adjust the fee if the facilities or available equipment first promised cannot be provided.

14. INDIVIDUAL RESPONSIBILITY: Any organization or group requesting use of the Scout Lodge shall designate one (1) member to represent said group, and said member shall be responsible both individually and as the authorized officer of said organization, for compliance with all rules and regulations heretofore set forth, and payment of all sums due hereunder. Various Scout personnel will be available to assist you. Use of the Lodge is generally managed by a committee consisting of Richard Wolfe, Jr. and Tom Martin. Any questions on appropriate use of the Lodge, enforcement of rules, or modification of this agreement should be directed to one of them, preferably in advance and in writing on this agreement. Any emergencies or other problems should be immediately reported to one of them.

We agree to abide by all of the above terms and conditions, this _____ day of _____, 20____.

YOUR DATE IS NOT ANCHORED (RESERVED) UNTIL DEPOSIT HAS BEEN RECEIVED BY ST. VINCENT SCOUTS

Print Group Name: _____
Group Representative's Name: _____ Phone: _____
Group Representative's Address: _____
City, State, and Zip Code: _____
Email Address: (Required) _____

Damage deposit paid with this reservation to hold your date (\$100.00 due for large meetings, \$50.00 due for one room rentals):

Signature of Representative, individually, and as authorized representative of the Group, agreeing to all of the above rules:

X _____

Accepted By: ST. VINCENT SCOUT LODGE, by _____

For immediate assistance, contact:

Jan Moore, 489-9509
Richard Wolfe, Jr., 485-6940
Tom Martin, 489-1922