

Normanna Hall Rental Information

Norden members:

1. Rental Policies for Members:
 - A. The Hall may be rented for personal or family use (e.g. birthday, reunion, graduation, etc.).
 - B. The Hall may be rented for use by a group to which the member belongs to or has close affiliation (e.g. club, organization, etc.).
2. Requirements:
 - Proof of Liability Insurance required.
 - Current paid member of Norden, in good standing order for at least 1 year and must be present at all times during the event sponsored by the member.
3. \$50 will be forfeited from the rental deposit if a rental is cancelled less than 20 days of rental date.
4. Standard rental fees:

Description	Member Category 1A	Member Category 1B
Upper Hall & Kitchen	\$150.00	\$350.00
Damage/Cleaning Deposit Upper Hall	\$300.00	\$500.00
Grand Ballroom	\$800.00	\$1500.00
Damage/Cleaning Deposit Ballroom	\$500.00	\$800.00

If attendant is required, a \$15.00 per hour fee will be charged in addition to rental charges. Any deviation of the standard fees shall be the prerogative of the Normanna Hall Association.

Normanna Hall Association reserves the right to refuse service.

The rental committee of the Normanna Hall Association are responsible for rental decisions; any questionable decisions will be brought before the Normanna Hall Association Board for clarification and final approval.

5. Rules and Regulations:
 - a. The Hall is a **Non-Smoking Building**.
 - b. Illegal use of drugs and alcohol will not be tolerated.
 - c. Access to the building is only allowed during the paid rental dates & times.
 - d. The rental period consists of 12 hours.
 - e. Use of Norden equipment, kitchen appliances, glasses, dishes, silverware, etc. is not allowed.
 - f. Do not drag tables and chairs across the floors, **please carry them**.
 - g. Return table and chairs to their original location upon completion of rental use.
 - h. Take all garbage and trash with you and replace trash can liners.
 - i. Leave the premises in a neat and tidy condition, floors are swept and spills cleaned up, with no need for further janitorial services. If additional janitorial services are required, a charge of **\$15.00 per hour** will be deducted from your damage/cleaning deposit, including any damages.
 - j. Upon leaving the building, close all windows, turn off all lights, turn down the heater thermostats to 55 degrees and lock all doors.

- k. Normanna Hall Association and Norden Lodge or any of their members shall not be held responsible for injury or damage to persons or property occurring during, or rising out of occupancy of said building or grounds by the tenant. Tenant agrees to save and hold Normanna Hall Association and Norden Lodge or any of their members harmless from liability on account of any such injury or damage.
 - l. Normanna Hall Association and Norden Lodge is not responsible for the loss or theft of personal items left on the premises before, during or after the rental period.
6. Responsibilities of Renter:
- a. For the proper use, operation, and maintenance of all electrical, gas, heating, plumbing, fixtures, appliances and any other inventory.
 - b. Security of the building and grounds.
 - c. The renter shall be responsible for compliance with all rules and regulations stated in item #5 governing the use of Normanna Hall and for any and all damages to the building, grounds or equipment and agrees to clean the premises and leave it in good condition.
 - d. Damage and cleaning deposit refundable when above requirements have been met.
 - e. Rental checks and deposits are made payable to: **Normanna Hall Association.**