



National Association of Letter Carriers
Branch 2589, Lubbock - 1101 31st Street
Lubbock, Texas 79411 / Ph. 806-744-2589 / Fax 806-744-8011
Web Site <http://www.nalcbranch2589.org>



BUILDING RULES AND REGULATIONS

1. **Deposit is \$200.00** payable by cash or check. The rental date will not be reserved until deposit is received.
2. **Rental Fee is \$500.00** which must be paid in cash before keys are given to the renter (no checks and please bring exact change).
3. Provide proof and a copy of your home owner's insurance prior to renting building.
4. Keys to the building may be picked up at or around 5:00 pm on the day before the event. Building manager and renter will contact each other to arrange exact time. The day prior to rental is for decorating only.
5. Building rental is for a 24 hour period from 12:00 noon on rental date until 12:00 noon on day after rental.
6. No alcoholic beverages.
7. No smoking.
8. No hanging decorations from ceiling.
9. Set thermostats to 68* in winter and 78* in summer.
10. Turn off thermostats when the building is not in use.
11. Clear and clean counter and table tops.
12. Remove tape and table coverings and return all tables and chairs to location before rental.
13. Sweep and mop floors - equipment provided.
14. Empty all trash into outside dumpsters.
15. Turn off all lights.
16. Close and lock all doors and outside gate.
17. Put keys in door slot in front of building by 12:00 noon on day after rental.
18. Violating the rules will result in forfeiture of all or part of the deposit.
19. In case of emergency please contact the building manager.

RENTAL AGREEMENT

This document is a Rental Agreement between the Executive Board of Branch 2589, National Association of Letter Carriers Lubbock, Texas and _____ for the rental of Branch 2589 Union Hall, located at 1101 31st Street for the purpose of _____.

The Branch 2589 Union Hall shall be used on ____/____/20__ from 12:00 p.m. until 12:00 p.m. of the following day.

The rental fee shall be **\$500.00** per day payable in cash, plus a deposit of **\$200.00**. The \$200.00 deposit may be paid by cash or check and will be deposited into our bank account. There is a \$36.00 bank service charge for all checks written with insufficient funds. Cancellation of rental agreement 30 days or less will result in forfeiture of the \$200.00 deposit. The deposit will be returned to the renter within five working days after the building has been used, if all Branch rules and regulations are followed. Deposit refund check will be mailed to address given on this contract. If the branch is required to move tables or chairs to original position or perform other duties, \$25.00 per hour fee will be deducted from deposit. Any damage to the Union Hall must be reported at once. Damages to the building will be assessed by the membership of Branch 2589 and an estimated cost of repairs will be determined as soon as possible.

I acknowledge I have received a copy of the Branch Building Rules and Regulations and understand the provisions contained therein_____.

OF TABLES AND CHAIRS INCLUDED IN RENTAL: TABLES _____ CHAIRS_____

Renter Name (Print)

Renter (Signature)

Mailing Address

Renter Phone Number

City / State / Zip

Rental Officer (Signature)

PAYMENT COLLECTED:

DEPOSIT \$_____

DATE DEPOSIT PAID _____

RENTAL \$_____

RECEIPT NUMBER _____

Total Paid \$_____

DATE RENTAL PAID_____

CASH____ or CHECK#_____

RECEIPT NUMBER _____

**AMOUNT OF DEPOSIT
APPROVED FOR RETURN** _____

DATE DEPOSIT RETURNED _____

INITIAL OF BUILDING MANAGER_____

CHECK NUMBER _____

REMARKS_____