



## UAW LOCAL 2488 GUIDELINES FOR RENTAL OF UNION CENTER



1. The Union Center is available for use, by reservation, to any active or retired member who is in good standing with UAW Local 2488.
2. To request a reservation date, a reservation form **MUST** be completed and turned into the President's office. They are available at the UAW 2488 Union Center or online at [www.uaw2488.org](http://www.uaw2488.org). For requests of the same reservation dates, the applications will be processed on a first come first served basis.
3. The UAW Local 2488 President, or his designee, will review requests for reservations and may approve any reservations requests.
4. Once the application has been approved, the applicant must submit a **\$300.00** rental fee within (10) days of approval. Non-payment of this fee, following the (10) ten-day period, will result in forfeiture of application and reservation request. The applicant must then reapply for said date.
5. A \$50.00 cancellation fee will be withheld from the **\$300.00** rental fee if the reservation is cancelled less than 60 days prior to reservation date. A less than 30-day notice of cancellation will cause a complete forfeit of the rental fee.
6. Either nine (9) days or the Friday of the week prior to the rental date, a **\$325.00** security deposit shall be due, plus lessor is responsible for providing evidence of insurance and dram shop insurance (if alcohol is to be provided) either nine (9) days or the Friday of the week prior to the rental date as required by Paragraph 6 of the Rental Agreement. If lessor does not provide the evidence of insurance and/or dram shop insurance coverage as required by Paragraph 6 of the Rental Agreement either nine (9) days or the Friday of the week prior to the rental then the Rental Agreement shall be immediately cancelled, and the Rental Fee forfeited.
7. If alarm is set off for any reason there will be a \$25.00 charge. Charge to be taken from security deposit.
8. The President or his designee, and one other Executive Board Officer, shall review property for clean up and any damages. After the approval, the deposit will be returned to the renter. Deposit can be expected approximately no earlier than one week after approval.
9. After the event, it will be the applicant's responsibility to clean up and empty all trash into the dumpster. Should this over fill the dumpster a \$50.00 charge will be taken from the security deposit for extra call for pick up.

10. Any special activities such as alcohol, a band, portable cooker/roaster, use of kitchen, etc. must be disclosed on the reservation form.
11. If any alcohol is present, consumed or distributed you will be required to provide a Dram Shop insurance policy, identifying and listing UAW Local 2488 (Union Center Corporation) and UAW International Union as the insured party. This must be submitted to the Local's Financial Secretary as stated in paragraph six (6) of this document.
12. Age 21 will be required for any alcohol consumption. Reservation applicant will be responsible for ID checks for those consuming alcohol.
13. Union Center is to be used for lawful purposes only.
14. Applicant will be required to abide with all City, State and Federal laws and/or ordinances.
15. No drugs allowed.
16. UAW Local 2488 shall not be responsible for any accidents or items lost or stolen.
17. UAW Local 2488 will be indemnified from any and all injuries, losses or damages.

I, \_\_\_\_\_ have read the above guidelines and fully understand them.

Sign: \_\_\_\_\_

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

Witness: \_\_\_\_\_

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