

**Tewksbury Rod & Gun Club**  
**Application for use of Club Facilities**

Club Approval: \_\_\_\_\_

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

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

Person in Charge of Activity: (Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Area Requested:

Hall: \_\_\_\_\_ Bar: \_\_\_\_\_ Kitchen: \_\_\_\_\_ Other (explain): \_\_\_\_\_

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

Time need to get in: \_\_\_\_\_ Time Starting: \_\_\_\_\_ Time Ending: \_\_\_\_\_

Equipment to be brought in (explain): \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

The signing of this application shall constitute an agreement to abide by all rules and regulations governing the use of Club Property and to accept full responsibility for any damage or loss of Club Property. The MEMBER/ORGANIZATION renting the hall is responsible for ALL cleaning of the hall. As a MINIMUM the hall must be vacuumed at the completion of the function.

Signature: \_\_\_\_\_



## TRG Hall Rental Summary

In order to ensure that all hall rentals are sufficiently staffed and the hall is prepared for any activities planned, the following process and rules has been established.

1. Anyone interested in renting the hall for any reason should complete and submit an Application for Use of Club Facilities in its entirety.
2. The application should be submitted at the bar and the form should be forwarded to either the bar manager or a member of the board of directors.
3. The following should be confirmed before submitting to the Board of Directors for Approval.
  - a. At least 2 bartenders available. If a bartender is not needed due to the nature of the event, at least 1 member of the Board of Directors or their designee must be present.
  - b. The member renting the hall must be present for the entire event.
  - c. No By-Laws or Standing Rules will be violated by allowing the event to go forward.
  - d. A plan for setup and clean up has been established with renter.
  - e. Any food or special requirements have been discussed and agreed upon.
4. The form should be reviewed at the next scheduled Board of Director's meeting. If the requested date does not allow for review at the next scheduled BOD meeting, a simple majority of the board of directors should be contacted to obtain approval. This method could be used for instances such as funeral gatherings or other events that are time sensitive.
5. At least one week before the event, the club secretary, bar manager or designee will contact the renter to confirm that all arrangements are in order.
6. The bar manager or designee shall ensure that all supplies necessary for hosting the event are available and in place.
7. The bartender or designee shall complete the Fire Safety Checklist and act as the Crowd Manager.
8. All forms and any incident reports related to the event will be scanned and retained by the club for future review.