

Bremerton Masonic Temple

Association

Policy Handbook

Date: August 17, 2009

Updated Nov 28, 2010

Preamble

1. An officer of each tenant (owner) shall sign an agreement once per year (preferably just after installation) acknowledging that they have read and understand the rules and policies listed here-in. This should preclude the argument that the user did not know the requirements.
2. As part of the rental agreement, a representative of each renter shall sign an agreement prior to event that they have read and understand the rules and policies listed here-in. This should preclude the argument that the user did not know the requirements.
3. Revisions to this document will be approved by a majority of the Temple Board and attested to by the President and Secretary.

General House Policies

1. Permission to decorate or set-up the Banquet Room or Lodge Rooms in advance of a meeting;"Advance means previous to the day of an occasion"; shall be obtained from the Custodian of the Temple. If there is no scheduled meeting, than he can give authority to set-up in advance at his discretion. Organizations shall not normally start to set-up for meetings or activities until after 10:00 in the morning. If there is another scheduled meeting, YOU must obtain permission from the Head of the Body which has a scheduled meeting and notify Custodian of the Temple of the authority granted.
2. All requests for picture hanging shall be referred to the House Committee and then to Temple Board for final approval.
3. Occupancy
 - a. The Small Lodge Room is limited to a total of 125 people at any one time.
 - b. The Large Lodge Room is limited to a total of 400 people at any one time.
 - c. The Upstairs Club Room is limited to a total of 100 people at any one time. Larger groups must use the Banquet Hall.
 - d. The Banquet Hall is limited to a total of 400 people at any one time.
4. No wires for decoration purposes shall be installed in any Lodge Room or Banquet / Club Room in addition to those already permanently installed.
5. Angel Hair (spun glass) shall not be used in the Temple.
6. Scotch Tape or other adhesive materials shall not be applied to any painted surfaces.
7. Decorations shall not be hung from any light fixtures in any part of the Temple.
8. Use of open flame candles is prohibited except on banquet tables in suitable containers. Containers shall not be surrounded by flammable materials.
9. Food and drinks shall not be removed from the Club Rooms or the Banquet Hall. Eating and drinking in other areas of the Temple is prohibited.
10. Any organization that removes the permanent equipment from the Lodge Rooms in order to use special equipment for their meeting shall return the same at the conclusion of their meeting.
11. Any organization which brings additional folding chairs from the basement to the Lodge Rooms for special meetings shall return them to the basement at the conclusion of their meeting.
12. It is not permissible to remove (borrow) utensils, dishes, and other equipment from the Temple.
13. When dishwashers are working, they shall have priority over all other activities in the kitchen. Preparation of food or other work parties shall not be allowed.
14. If additional tables and chairs are brought out for a special occasion, they shall be returned to storage when use of them is completed. The organization responsible for taking them out is also responsible for returning them to storage.
15. Materials stored in the refrigerators must be labeled with users name/ID. Perishable material left in the refrigerators will be thrown out if beyond due date or rotten.

Custodial Policies

1. Masonic Events MUST have a designee responsible for the building, ensuring Temple rules are observed, and to maintain building security. That designee has always been an employee of the Temple Association, and maybe required by law to be such. Until such time as the Temple Board develops a guide to train trusted personnel to enable these designated personnel to fully and reliably perform the required duties of building security, heat management, sound and possibly dishwashing, custodians in the employ of the temple Board will be used for all events. Note: If we do cut (or eliminate) the hours of the Temple custodian for Lodge degree work, or stated meetings, this will not result in a savings to an individual lodge, but it will save money for the Temple Association and result in less likely rent increases.
2. Periodically once per month, check that fire extinguishers are in place and in date. Assure emergency exits are not restricted.

3. NIGHT CUSTODIAN DUTIES

3.1. REPORTING FOR DUTY

1. Arrive at Temple in sufficient time before starting of any meeting. Analyze what rooms will be used during the evening. Secure any unused steam valves and heat only those rooms being used.
2. Before starting furnace verify water levels in water sight tubes on furnace and make up water tank. Start furnace and check for proper operation. Furnace should fire up after about two (2) minutes of venting. Check pressure gage at about fifteen (15) minutes. If pressure is up, turn on the fans in rooms to be used. It takes approximately one (1) hour to heat the big Lodge room, and about one and one-half (1-1/2) hours to heat the banquet hall.
3. Unlock door to parking lot and front and lower East entrance doors if needed. Check that emergency exits are not obstructed.
4. Turn on parking lot light, breaker is marked "custodian only" in panel in banquet hall.

3.2. DURING THE EVENING

1. Monitor entrances. Make a complete round of the Temple at least once every hour if possible.
2. Assist and attend the needs of organizations meeting for the evening.
3. If requested, make coffee and heat water for tea.
4. Check water level in sight glass tubes every hour on furnace and water tank.
5. Secure furnace when meetings are over, there is usually enough heat in building to last through the refreshment hour.

3.3 SECURING THE TEMPLE

1. Check all floors of the Temple, insure that all windows are closed and locked.
2. Rest room doors should be open for ventilation.
3. Turn off lights when room is empty, especially the large Lodge room and banquet hall.
4. After refreshment hour, empty all coffee and tea servers and rinse out.
5. Turn off blowers in Lodge rooms that were used.
6. Lock all doors and check that they are secure.
7. If heater in basement club room was used, be sure to turn off.
8. If public address system was used be sure to turn off and lock cabinets.
9. Check exit door to alley to be sure it is locked.
10. Turn off blowers to banquet hall and all lights including parking lot.
11. **Do Not Turn Off** Switch 14 on breaker panel in Dining Hall.
12. Turn on switch 13 for outside lights.

4. Periodically check the building and refrigerators for inappropriately stored materials.
5. **A full list of maintenance and custodial requirements is provided in Appendix F.**

Alcohol Policies

1. The serving of alcoholic beverages at private parties or tenant activities will only be granted by special permission of a majority of Temple Board Members. Approval will be for each single event. Note that the serving of hard liquor is rarely approved and then only with special precautions as deemed necessary by the Board.
2. All users intending to have alcohol need a banquet permit, which is for a private, invitation only event (and cannot be open or advertised to the public). The alcoholic beverage must be provided free of charge. Package deals are allowed that may include, for example, the cost of dinner, alcoholic beverage, and entertainment. To assure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No separate or additional charge may be made for alcoholic beverage. You can get a banquet permit for \$10 at any local liquor store or agency.
3. It is the host's responsibility to assure all approvals, pertinent licenses, and liability insurance are in place when the host of a party brings in a third party to provide alcohol services.
4. The host must advise any Youth Groups involved relative to the fact that alcohol may be planned to be served and get approval from the responsible Youth Groups adults.
5. It is each group's responsibility to make sure that the law is followed especially of not serving alcoholic beverages to minors.
6. No alcoholic beverages shall be stored in the Masonic Temple at any time after an event. All alcoholic beverages shall be removed from the several apartments of the Temple as soon as the event is completed.
7. Serving of alcohol beverages shall be by adults of legal age only. Minors cannot serve or otherwise handle containers or glasses.

8. Private parties may be required to provide paid security guards, and double, or more, security deposits, depending on the event and the Temple Board ruling. This is especially true if hard liquor is to be served.
9. Certifications are required for all events by all bodies, tenant and non-tenants, providing objective evidence that the user understands these rules and has the applicable banquet permits and liability insurance when alcohol is going to be served.
10. Any questions concerning this policy can be directed to the Temple Board President, House Committee Chairman or the Head Custodian.

Smoking Policies

1. **A simple rule of thumb to follow: If you have employees or the public is involved at a particular event the No Smoking rule applies.** Temple employees are normally in the building at all special events and contracted events. See the attached Appendix A.

Tenant Usage Policies

1. Tenants Must Comply with all Policies listed in this document including smoking, raffles, and alcohol policies. An officer of each tenant (owner) shall sign an agreement once per year (preferably just after installation) acknowledging that they have read and understand the rules and policies listed here-in. See Appendix B.
2. All Bodies are reminded that the Custodian Must be told in advance if they are to be in the Temple for any reason, i.e. practices, officers meetings, etc., even though it may be "their night" so it can be scheduled in the event book. Practice sessions must be scheduled in advance with the Custodian.
3. Practice sessions in the absence of a Custodian are permissible, provided the Presiding Officer of the practicing Lodge makes one person responsible for securing the Temple and turning off lights at the close of the practice session.
4. Practice sessions on the Organ are limited to the duly appointed organist of each Lodge. If a Lodge desires to use a substitute, or special organist, the Presiding Officer of that Lodge must acquire approval of the House Committee Chairman before such substitute or special organist can practice on the Organ.
5. Tenants are not charged custodial fees on week nights. They ARE, however charged dishwashing fees. These fees can be avoided or at least minimized by using paper products. Or at a minimum, some common sense concerning "prewash" of the pots and trays, avoiding the extensive labor required to scrub out a dried or baked on pot or tray. The prudent use of aluminum foil can avoid a lot of this labor.
6. Masters pictures shall be identified with Lodge name and number.
7. Tenants shall obtain advance permission from the Custodian or the Temple Board to store equipment, furniture, or paraphernalia in the Temple which would exceed their allotted storage space. Storage of equipment, paraphernalia, etc., under the seats in the Lodge Rooms is prohibited.
8. Perishable materials should not be left in lockers. Materials that could draw rodents or bugs should be packaged to inhibit attraction of vermin.
9. Tenants shall perform an annual inventory of their assigned lockers and remove materials no longer needed. Failure to do so for 5 or more years may result in loosing locker privileges.

Youth Group Policies

1. An adult must be in attendance when members of a Junior body are in the building for the purpose of conducting a meeting, work party, etc.
2. Junior Bodies can conduct ticket and merchandise sales in the Temple, provided they confine such sales to only those Lodges whose presiding officer has granted permission in advance.
3. Masonic Youth Group Sponsorship Agreement, issued June 8, 2007 (includes several statements restricting decorations, etc.) See Appendix C.

Rental Policies

1. A rental contract will be required for building use by non-tenants. Contract forms will be provided by the Custodian to the renting group. The contract form will contain a release statement similar to:

"The Masonic Temple association shall not be liable for any loss, injury, death or damage to persons or property which at any time may be suffered or sustained by the user groups or by any person whatsoever may at any time be using or occupying or visiting the demised premises or, be in, on or about the same during the term of the Agreement, whether such loss, injury or negligence of the user or any occupant, subtenant, visitor or user of any portion of the premises, or shall result from or be caused by any other matter or thing whether the same kind as, or of a different kind that the matters or things above set forth, and the user group shall indemnify the Masonic Temple Association against all claims, liability, loss or damage whatsoever on account of any such loss, reason of negligence or misconduct of the Masonic Temple Association, its agents or employees."

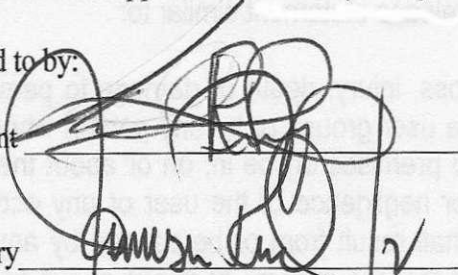
2. As part of the rental agreement, a representative of each renter shall sign an agreement prior to event that they have read and understand the rules and policies listed herein in accordance with Appendix D.
3. Appropriate rental agreement addendums will be provided for Masonic groups, Youth Groups, and Non-Masonic Groups.
4. **Fees:** see Appendix E.

Approval for issue

This document is approved for issue by a majority of the Temple Board on Feb. 19, 2010 date

Attested to by:

President

A large, stylized handwritten signature in black ink, appearing to be 'Mike Pursey', written over a horizontal line.

WB Mike Pursey

Secretary

A handwritten signature in black ink, appearing to be 'James N. Reid Jr.', written over a horizontal line.

MWB James N. Reid Jr.

Appendix A

Smoking Ban

The Grand Lodge has consulted with their legal counsel in regards to the recently passed State wide smoking ban, and offers the following for your information:

Masonry is a private organization and the current law that bans smoking in public places does not apply if the Lodge is a private organization. **However**, if the Lodge is used for public events or has employees then the rule is applicable.

Here are several situations:

1. After the Lodge meeting the Brothers and their ladies are at refreshment. Does the law apply? No, it does not apply when the event includes members, their spouses or guests.
2. If the Lodge has several employees working for the Lodge or Building Corporation Building: Yes, the law does apply if employees are involved. Although the employee might be a Brother, you are now an Employer and must follow the law.
3. My Lodge building is exempt from paying taxes because 51% of the building's annual use is for public events. Yes and No. If the building is used for purposes of public use, church meeting, party, or general gatherings the rule must be followed. But the other times it is used by the Lodge it is not applicable.
4. What if we rent Lodge space from another organization? Yes, the rule applies.

A simple rule of thumb to follow: If you have employees or the public is involved at a particular event the No Smoking rule applies. Temple employees are normally in the building at all special events and contracted events.

A motion was made and seconded that we follow Grand Lodge policy on the new Smoking Law . Motion carried. This in effect means that if Public or Temple employees are present at any of the functions, there is to be no smoking in the building.

Appendix B

Yearly Masonic Building Tenant Agreement

Subject: Compliance with House Policies

As an authorized representative of the tenant organization: _____, I have read the handbook and will assure the listed organization will strictly comply with **ALL the policies, rules and regulations listed in the Temple Board Policy Handbook** dated _____. It is each group's responsibility to make sure that the applicable State laws are followed especially those re-listed below for the Alcohol, Raffles, and Smoking:

Alcohol Policies

1. The serving of alcoholic beverages at private parties or tenant activities will only be granted by special permission of a majority of Temple Board Members. Approval will be for each single event. Note that the serving of hard liquor is rarely approved and then only with special precautions as deemed necessary by the Board.
2. All users intending to have alcohol need a banquet permit, which is for a private, invitation only event (and cannot be open or advertised to the public). The alcoholic beverage must be provided free of charge. Package deals are allowed that may include, for example, the cost of dinner, alcoholic beverage, and entertainment. To assure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No separate or additional charge may be made for alcoholic beverage. You can get a banquet permit for \$10 at any local liquor store or agency.
3. It is the host's responsibility to assure all approvals, pertinent licenses, and liability insurance are in place when the host of a party brings in a third party to provide alcohol services.
4. The host must advise any Youth Groups involved relative to the fact that alcohol may be planned to be served and get approval from the responsible Youth Groups adults.
5. It is each group's responsibility to make sure that the law is followed especially of not serving alcoholic beverages to minors.
6. No alcoholic beverages shall be stored in the Masonic Temple at any time after an event. All alcoholic beverages shall be removed from the several apartments of the Temple as soon as the event is completed.
7. Serving of alcohol beverages shall be by adults of legal age only. Minors cannot serve or otherwise handle containers or glasses.
8. Private parties may be required to provide paid security guards, and double, or more, security deposits, depending on the event and the Temple Board ruling. This is especially true if hard liquor is to be served.
9. Certifications are required for all events by all bodies, tenant and non-tenants, providing objective evidence that the user understands these rules and has the applicable banquet permits and liability insurance when alcohol is going to be served.
10. Any questions concerning this policy can be directed to the Temple Board President, House Committee Chairman or the Head Custodian.

Smoking Policies

1. **A simple rule of thumb to follow: If you have employees or the public is involved at a particular event the No Smoking rule applies. Temple employees are normally in the building at all special events and contracted events.**

Any questions concerning this policy can be directed to the Temple Board President, House Committee Chairman or the Head Custodian.

Officer _____ Date _____

TB Rep. _____ Date _____

Appendix C

Masonic Youth Group Sponsorship Agreement

Objective: From time to time, the Temple Board is asked to permit the use of the building for special events by Masonic Youth organizations that are not regular renters. By definition, these organizations would normally be expected to pay the regular fees established by the Board for “Masonic Bodies Outside the Temple.” However, the Temple Board has adopted some special rules for the youth orders, allowing them the use of the building at cost when sponsored by one of the stockholders for the corporation. The purpose of this agreement/policy is to define and clarify the various rules and procedures as well as fees, if any, that apply to any non-resident Masonic Youth Organization using the facilities of the Temple under the “sponsorship” of one or more of the stockholding Masonic family bodies resident at the Temple.

Definitions:

“Non-resident Masonic Youth Organization or Order” means, a Rainbow Assembly, a Job’s Daughters Bethel, or a DeMolay Chapter that is not a regular renter of the Temple. This definition includes any state, region, or district level activities sponsored by the International Order of Job’s Daughters, the International Order of Rainbow for Girls, or Washington DeMolay.

“Sponsoring body” means any of the several Masonic family bodies that own stock in and regularly meet at the Temple at 5th and Warren. The sponsor need not be the chartering sponsor of the Assembly, Bethel, or Chapter.

General Policy: Normally, any non-resident Masonic body, including youth groups, would rent the facilities of the Temple in increments of 4 hours, the smallest amount under our current rate structure being \$180 and ranging up to \$350 for use of the Banquet Hall and the large Lodge Room for 12 hours. These fees are intended to cover the operational costs associated with the rental: labor, maintenance, etc. However, a non-resident Masonic Youth organization may reduce or even eliminate these charges by asking one of the stockholders in the building to “sponsor” their event or activity. **The “sponsor” would then take responsibility for any specific costs other than room use associated with event, such as custodial time, dish washing, and/or additional garbage fees.** This offsets, for the most part, the direct costs related to the event which would otherwise be recouped as rent. All parties are subject to the rules governing the use of the Temple as summarized on the attached.

If I agree to sponsor a youth event, what costs, if any, can I expect? There are essentially three operational costs associated with the continuing operation of the building: custodial time, dish-washing and housekeeping, and garbage in excess of three cans per week. Depending on the circumstances these expenses can be reduced or eliminated completely. Here’s how:

1. **Custodial time:** as a general policy, the Temple Board requires that every Youth Group Activity have a custodian present in the building when young people are present in the building. Custodians are paid minimum wage in accordance with the law. The sponsor will be charged additional hours of work for every hour of custodian time. However, if the custodian is already in the building for another stockholder’s event or activity, no additional charges would be made. (See also “Custodial Policies” in this handbook.)

2. **dishwashing/housekeeping:** The sponsor might be charged a fee for washing dishes after the sponsored event or for cleanup of the building beyond that normally encountered in such situations. “Leave it the way you found it” is the guiding principle here. If your sponsored group uses disposable plates and utensils, restore the rooms to acceptable order, and otherwise avoids damage or abuse of the facility, there should be no dishwashing or housekeeping costs encountered.

3. **Refuse Containers:** The Waste Disposal Company allows us three refuse containers each week. Within this limit there is no additional charge, to the Temple or to you. However, if the sponsored event generates excessive waste, essentially requires more than one can for disposal, the excess cost (\$5 per can) will be levied against the sponsor. (Additional refuse bags can be taken home to avoid these charges. Only refuse bags provided by the Temple are to be used.)

The sponsor will be billed these additional expenses, and may recoup them, if they so choose, from their sponsored youth group.

Approval Procedure: This agreement must be signed by both the sponsored and the sponsoring bodies and must be filed with the Chief Custodian three days in advance of the event. **In the absence of this agreement, the non-resident youth body will be charged in accordance with the standard fee schedule.**

Release of Liability: The Bremerton Masonic Temple Association shall not be liable for any loss, injury, death, or damage to persons or property which at any time may be suffered or sustained by the user groups or by any person whosoever may at any time be using or occupying or visiting the designated premises, or be in, on, or about the same during the term of the Agreement, whether such loss, injury or negligence of the user or any occupant, subtenant, visitor or user of any portion of the premises, or shall result from or be caused by any other matter or thing whether the same kind as, or of a different kind than the matters or things above set forth, and the user group shall indemnify the Masonic Temple Association against all claims, liability, loss or damage whatsoever on account of any such loss, reason of negligence or misconduct of the Masonic Temple Association, its agents or employees.

Request:

On behalf of _____ I ask that _____ sponsor our event as follows:

Date:

Times:

Rooms Required:

Description of Activities:

Signed (requesting officer): _____

(Note; this agreement must be signed by the requesting body and the sponsor and given to the Chief Custodian at least three days prior to the event.)

Sponsor:

Masonic Body Name : _____

Authorizing Official: _____ Title: _____

Temple Board

Chief Custodian:

_____ Date: _____

Rules Governing Use by Youth Groups

1. Normal booking procedures apply; be sure to explain on your request, the event details.
2. All sponsored activities must have the consent of the local youth authority, the unit's Board or Council, or a responsible registered adult advisor. Making sure this approval is in place is the responsibility of the requesting youth body and the sponsoring Masonic body.
3. All rules or restrictions dictated by the Youth Group Leader (s) must be observed at all times.
4. Any permission slips or other required paperwork will be handled solely by the requesting youth body.
5. Permission to sponsor a Masonic youth activity does not grant permission to "sub-let" that sponsorship for any other activity not explicitly detailed in the booking request, i.e., a dance cannot become a sleep-over, nor can a sleepover turn into an open or public dance.
6. As employees of the Bremerton Masonic Temple, custodians have limited interaction with the youth and are not "Youth Protection" screened. Custodians can be inspected to bring any discipline or conduct issues to the attention of the advisors present for their action.
7. All questions regarding your event or its schedule can be addressed to the Chief Custodian of the Temple who is normally available at 373-8922 between 8 AM and 12 noon five days a week.
Please note that phone messages left on the Temple answering machine are not considered valid contacts or bookings. Work directly with the Chief Custodian to assure your booking and needs are met.
8. Do not attempt to do any cleaning or dishwashing in the kitchen. Do not attempt to operate the sanitizer machine. Do not wash or reshel dishes, pots, pans, silverware, or any utensils whether or not they have been used. You will be charged only for kitchen cleaning and dishwashing that is necessary. Many of our other renters use disposal plates and plastic cutlery to avoid dish washing and cleaning fees.
9. You are entitled to one full bag of garbage. Any bags over that will require a fee of \$5.00. This fee is essentially the cost of disposing of the additional bag charged to the Temple Board by Brem-Air. Do not "stuff" the bag to overfill it. This merely causes the custodian to split the contents into two bags, and you will be charged accordingly. If you prefer, you can remove your garbage from the Temple, but use our bags. They are of a commercial quality and are not prone to breakage. Dump liquids into the sink, not into the garbage bags.
- 10: A custodian **MUST** be present for the total period of your event, **including set-up and take-down**. As an employee of the Temple Board, the custodian is to unlock the door for you and lock it behind you as you leave. Young people may not be left with the custodian for pickup. Sleepovers require special coordination, as the custodian will not spend the night. He will be present during normal activity hours.
11. Some general tips:
 - a. Do not use tape to put up any decorations; it ruins the paint. We are aware that there are tapes available which assure they do not damage paint. Do not use them without permission.
 - b. Notify the custodian when the bathrooms are low on paper products, when the garbage cans are full, or when the facilities malfunction (are clogged up or leak.) Custodians are there to help. The worse thing you can do is ignore a problem.
 - c. The Custodian is the final authority on the use of the Temple. When in doubt, ask. When instructed, comply.
 - d. Do not take food or drink into the carpeted areas of the Temple. All food and drink is to remain in the food service areas on the first and top floors. Report spills immediately.
 - e. If your event is downstairs, do not wander through the Temple without permission. If you are interested in a tour of the building, ask the custodian.
 - f. Do not drag the tables as they mar the floors. Tables and chairs must be lifted and carried into place. Leave setting the furniture to adults.
 - g. Do not leave the outside doors open and unattended. The Temple Board recommends that all activities include a policy limiting "in and out" privileges. The Temple is barely two city blocks from the Bremerton Police Department. The neighborhood is heavily patrolled, and for your own protection. If you are discovered outside of the building after curfew or simply look out of place, you may be asked to explain who you are. Be direct and honest. Better yet, stay inside where you belong.
 - h. Minimize the use of the elevator. It is old and cranky, like most of the other Masons in the building.
 - i. Do not engage in any activity not expressly approved or authorized for your event.
 - j. Make yourself aware of the general house rules and follow them.

Appendix D

Masonic Building Rental Agreement

Subject: Compliance with House Policies

As an authorized representative of the renting organization or group, I have read the handbook and will strictly comply with all the policies, rules and regulations listed in the Temple Board Policy Handbook dated _____. It is each group's responsibility to make sure that the applicable State laws are followed especially those re-listed below for the Alcohol, Raffles, and Smoking:

Alcohol Policies

1. The serving of alcoholic beverages at private parties or tenant activities will only be granted by special permission of a majority of Temple Board Members. Approval will be for each single event. Note that the serving of hard liquor is rarely approved and then only with special precautions as deemed necessary by the Board.
2. All users intending to have alcohol need a banquet permit, which is for a private, invitation only event (and cannot be open or advertised to the public). The alcoholic beverage must be provided free of charge. Package deals are allowed that may include, for example, the cost of dinner, alcoholic beverage, and entertainment. To assure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No separate or additional charge may be made for alcoholic beverage. You can get a banquet permit for \$10 at any local liquor store or agency.
3. It is the host's responsibility to assure all approvals, pertinent licenses, and liability insurance are in place when the host of a party brings in a third party to provide alcohol services.
4. The host must advise any Youth Groups involved relative to the fact that alcohol may be planned to be served and get approval from the responsible Youth Groups adults.
5. It is each group's responsibility to make sure that the law is followed especially of not serving alcoholic beverages to minors.
6. No alcoholic beverages shall be stored in the Masonic Temple at any time after an event. All alcoholic beverages shall be removed from the several apartments of the Temple as soon as the event is completed.
7. Serving of alcohol beverages shall be by adults of legal age only. Minors cannot serve or otherwise handle containers or glasses.
8. Private parties may be required to provide paid security guards, and double, or more, security deposits, depending on the event and the Temple Board ruling. This is especially true if hard liquor is to be served.
9. Certifications are required for all events by all bodies, tenant and non-tenants, providing objective evidence that the user understands these rules and has the applicable banquet permits and liability insurance when alcohol is going to be served.
10. Any questions concerning this policy can be directed to the Temple Board President, House Committee Chairman or the Head Custodian.

Smoking Policies

1. **A simple rule of thumb to follow: If you have employees or the public is involved at a particular event the No Smoking rule applies. Temple employees are normally in the building at all special events and contracted events.**

Any questions concerning this policy can be directed to the Temple Board President, House Committee Chairman or the Head Custodian.

Renter _____ Date _____

TB Rep. _____ Date _____

Appendix E Fees



MASONIC TEMPLE ASSOCIATION, INC

878-5th Street RATES EFFECTIVE: 1 JAN. 09 Phone: (360) 373-8922
 Bremerton, WA. 98337-1431 Mon-Fri 8:00am-12:00

CHARGES FOR NON-MASONIC ACTIVITIES

Room	Time	Fee
BANQUET HALL	12 HOURS	\$425
BANQUET HALL	8 HOURS	\$375
BANQUET HALL	4 HOURS	\$225
LODGE ROOM	4 HOURS	\$225
CLUB ROOM	4 HOURS	\$175

CHARGES FOR MASONIC BOULES OUTSIDE THE TEMPLE

Room	Time	Fee
BANQUET HALL & LODGE	12 HOURS	\$350.00
BANQUET HALL	12 HOURS	\$300.00
BANQUET HALL & LODGE	8 HOURS	\$300.00
BANQUET HALL	8 HOURS	\$250.00
BANQUET HALL	4 HOURS	\$150.00
LODGE ROOM	4 HOURS	\$150.00
LODGE & BANQUET HALL*	4 HOURS	\$180.00
CLUB ROOM	4 HOURS	\$50.00

*Lodge room used for meeting and banquet hall used for refreshments afterwards.

- 1) Fees for services including Dishwashing and Table covers, if used, will be in addition to the above charges. Dishwashing fee @ \$10/hr. Overtime at \$15/hr.
- 2) Use of Kitchen for cooking: **\$25.00** will be in addition to the above charges.
- 3) A deposit of **\$100.00** required at the time the reservation is made, refundable except for a **\$20.00** cancellation fee, if notice of cancellation is received at least 7 calendar days prior to the intended use.
- 4) Set-up time over an hour prior to the actual time of the event and clean-up over an hour after the event are part of the hours designated.
- 5) Garbage in excess of 1 standard 32 gallon garbage can will be charged at the rate of **\$5.00** per can.
- 6) Hourly rates over contract hours will be charged **\$35.00** per hour

CHARGES FOR MASONIC MEMBERS IN TEMPLE

Rental of Banquet hall for weddings, wedding receptions, anniversary celebrations, & retirement celebrations (4 Hours Maximum) **\$50.00**, plus custodian fee, dishwashing fee, and table covers, if any. Custodian fee @ \$10/hr. Overtime at \$15/hr.

Rev A 2/24/09

Appendix F: Custodian Duties

In addition to the policies listed in the Bremerton Masonic Temple Association Policy Handbook, Custodian Duties shall include:

MORNING CUSTODIAN DUTIES	Done/ Not done/ Remarks						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
DAILY ITEMS							
Arrive in Morning, check around building, look for lights left on and blowers left on and turn off.							
Make pot of coffee							
Check for mail and distribute to addressees, put temple board mail in locked box in phone booth area on second floor.							
Check appointment book for any new scheduled meetings or dinners and mark up book accordingly.							
Check all lights in Banquet Hall and adjoining room and replace as necessary (32 watt 4' florescent bulbs in Chair Room storage closet.)							
ITEMS ONCE OR MORE PER WEEK							
Check paper towels, toilet paper, and soap in kitchens and bathrooms on all floors twice per week. Supplies are in locked Chair Room locker. Fill paper towel holders as needed: single fold brown towels for kitchen and 2 nd Floor kitchen and bathroom; multi-fold for all other bathrooms.							
Check soda refrigerator and refill as necessary from storage under bench in the Chair Room once per week. Keep an eye on the Soda Cash Can and empty each night and hold for Secretary. (Put in secure spot, e.g. under secretary's door or in locked cabinet with note to Secretary, or as agreed with Secretary.)							
Temple Supplies: Sources for these products are listed inside the doors or see Lance. Check Chair Room supply locker (key is on hook under the left table leg of the south end work table.) 1 case of 32 watt 4' florescent bulbs 1 case of single fold brown paper towels 1 case of multifold paper towels Other stuff as needed. Lighting ballasts may be in power equipment room or purchase as needed using removed ballast as sample. Check housekeeper's storeroom and/or ask housekeeper about need for cleaner, floor products, dishwasher soap "Finish" Electrosol, etc. Make a list of needed supplies or add to existing list and put on employees bulletin board above the cart storage locker door in the kitchen.							
PERIODIC ITEMS AS ASSIGNED OR AS NEEDED *							
Aluminum cans: save for Norm.							
Plastic Bottles: box-up bi-weekly and take home and put in to your recycle.							
Flatten and box-up all cardboard and take to recycle drop-off at least once per month.							
Mow grass as needed, normally once per week during summer. Weed out gutters in parking lot. Sprinkle lawn 3 days per week when no rain.							

Periodically once or more per month, check the building and refrigerators for inappropriately stored materials.								
Periodically once per month check that fire extinguishers are in place and in date. Assure emergency exits are not restricted.								
Check/ test emergency lights twice a year in March and October.								
Oil fan motor under banquet hall, south side in March and October with 10W oil.								
Oil fan blower in attic twice year in February and September with 10W oil.								
Change Air filters for Banquet Hall February and September. Filters are in vent line access in alley hallway on left side near kitchen door about 8 ft off floor behind hallway access door. Need 2" filters so double up 1" filters. Use removed filters as sample for replacements.								
Trim Hedges and shrubbery around building and in parking lot across the street twice per year March and September to 36" height maximum to assure that cross traffic can get a clear view of traffic on Warren Ave.								
After each rain, check bucket in attic under roof drain at south end of attic via the attic crawl space access door at the top of the attic stairs, on your left, as you enter the attic. A light is on the right inside the crawl space access door. The bucket is about 12 feet into the crawl space.								
In case of snow, go on to roof via the attic, and shovel four paths to the south side roof drain to assure water has a way to enter the drain. Paths: north, east, south and west from the drain.								
Painting Schedule: Periodic painting of selected temple resources is listed in the Record Book in the kitchen cabinet where the phone books are kept.								
Make necessary repairs to equipment in the temple. If not possible, make list or add to existing list of work items on the employees bulletin board above the cart storage locker door in the kitchen.								
NIGHT CUSTODIAN DUTIES	Done/ Not done/ Remarks							
REPORTING FOR DUTY								
Arrive at Temple in sufficient time before starting of any meeting. Analyze what rooms will be used during the evening. Secure any unused steam valves and heat only those rooms being used.								
Before starting furnace verify water levels in water sight tubes on furnace and make up water tank. Start furnace and check for proper operation. Furnace should fire up after about two (2) minutes of venting. Check pressure gage at about fifteen (15) minutes. If pressure is up, turn on the fans in rooms to be used. It takes approximately one (1) hour to heat the big Lodge room, and about one and one-half (1-1/2) hours to heat the banquet hall.								
Unlock door to parking lot and front and lower East entrance doors if needed. Check that emergency exits are not obstructed.								
Turn on parking lot light 13, breaker is marked "custodian only" in panel in banquet hall.								

DURING THE EVENING							
Monitor entrances. Make a complete round of the Temple at least once every hour if possible.							
Assist and attend the needs of organizations meeting for the evening.							
If requested, make coffee and heat water for tea.							
Check water level in sight glass tubes every hour on furnace and water tank.							
Secure furnace when meetings are over, there is usually enough heat in building to last through the refreshment hour.							
SECURING THE TEMPLE							
Collect garbage including emptying bathroom and temple waste baskets, on Friday and Sunday and set out Sunday night for 6am Monday pickup. Compact garbage as much as possible, 60 lb. weight maximum.							
Check all floors of the Temple, insure that all windows are closed and locked.							
Rest room doors should be open for ventilation.							
Turn off lights when room is empty, especially the large Lodge room and banquet hall.							
After refreshment hour, empty all coffee and tea servers and rinse out.							
Turn off blowers in Lodge rooms that were used.							
Lock all doors and check that they are secure.							
If heater in basement club room was used, be sure to turn off.							
If public address system was used be sure to turn off and lock cabinets.							
Check exit door to alley to be sure it is locked.							
Turn off blowers to banquet hall and all lights including parking lot.							
Do Not Turn Off Switch 14 on breaker panel in Dining Hall.							
Verify switch 13 is on for outside lights.							

*Note: some periodic items may be assigned to night custodians