

APPLICATION for USE of Manasseh Lodge No.182 A. F. & A. M.

Organization requesting use: (Organization meeting in Manasseh Lodge)

- Order of Eastern Star
- Order of Amaranth
- Royal Arch
- Knights Templar
- DeMolay
- Jobs Daughters
- Manasseh Lodge

PURPOSE for which Lodge will be used:

DATE of USE: ____/____/____ **TIME of USE** from ____:____ to ____:____ (Including Practice/Setup)

PERSON(S) IN CHARGE: (At least Three (3) Adults, 2 of which must be present for all Youth Organizations)

Print Name: (ADULT member of above checked Organization requesting use)

1. _____
2. _____
3. _____

DECORATION Used: (Do not use nails, scotch tape etc.. which will damage the lodge)

- YES (Please Explain) _____
- NO

ENTERTAINMENT PROVIDED:

- YES (Please Explain) _____
- NO

Manasseh Lodge takes pride in our facilities and we are happy to make them available to you. We have estimated that the operational cost for use of the Temple is \$20.00 per hour with an average use of four hours per function. A donation to help defray the cost is greatly appreciated. (Please See Reverse)

The facilities will be inspected after each function and any violation of the guidelines furnished with this application may result in denial of any further use. The organization holding the function will be held responsible for any and all damages.

I/We have read the accompanying guidelines as set forth for and my/our signatures/s on this application constitute/s agreement with this policy and knowledge thereof.

PERSON(S) IN CHARGE: (At least Three (3) Adults, 2 of which must be present for all Youth Organizations)

Signature: (ADULT member(s) of above checked Organization requesting use)

1. _____ DATE: ____/____/____ telephone: () _____ - _____
2. _____ DATE: ____/____/____ telephone: () _____ - _____
3. _____ DATE: ____/____/____ telephone: () _____ - _____

TEMPLE Committee RULES/GUIDELINES Posted in LODGE and are available upon request.

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FORM in USE as of 01/01/2011

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Donations requested for Temple Use per following table for Temple Maintenance

Checks must include in comment line: DONATION FOR TEMPLE MAINTENANCE

- Appendant Body using facilities for Fund Raiser to go towards a Charity or Scholarship - \$100.00 for each occurrence
- Appendant Body using facilities for Fund Raiser to go towards Appendant body - \$125.00 for each occurrence
- Appendant Body using facilities for dinner/breakfast(Kitchen/Dining Room Use) - \$75.00 for each occurrence
- Appendant Body using facilities for meeting other than Stated (Minimal Kitchen use) - \$50.00 for each occurrence
- Appendant Body using facilities for practice (Minimal Kitchen use) - \$25.00 for each occurrence

All functions must end at 12 midnight and facilities must be left clean. Clean-up must be completed within two hours after function ends. **If additional clean-up is required (waxing and/or buffing and/or trash removal), a clean-up fee of \$75.00 will be required which is not included in the above guidelines.**

NOTE: Appendant Bodies are responsible for providing all disposable supplies needed, except toiletries and trashcan liners, for their function and ***Manasseh Lodge supplies*** are not to be used without the Worshipful Master's prior approval. Manasseh Lodge supplies and Property (including but not limited to chairs, tables, ladders and other materials) must not be removed from Manasseh Lodge Premises without the Worshipful Master's or Temple Committee Chairman's prior approval and the Temple Committee Chairman notified.

All written requests for Temple use must be accompanied by a donation, for the prescribed function, per above schedule. Remember all donations are to be made by check, payable to Manasseh Lodge No.182 and must include in the comment line: ***DONATION FOR TEMPLE MAINTENANCE.***

This form when complete should be sent to the lodge in one of the following ways:

**Emailed to lodgeuse@manassehlodge182.org
Mailed to the lodge at 9810 Cockrell Road, Manassas, Va 20110
Delivered to the lodge office (also inserted in mail slot from outside)**

Any questions should be directed to:

Worshipful Master
Mark Cook
(703) 530-7960
or
Temple Committee Chairman
Right Worshipful Linwood Lee Holbrook Jr.
(202) 812-1215

ALL FUNCTIONS MUST BE IN KEEPING WITH MASONIC IDEALS

Approved: ___/___/___

Worshipful Master

Approved: ___/___/___

Temple Committee Chairman

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