



**UAW LOCAL 974**  
**GUIDELINES FOR RENTAL OF HALL**



1. The Hall is available to any active or retired member in good standing of UAW Local 974, their families and to friends of labor.
2. Reservations are required.
3. To reserve dates for events, a reservation form **MUST** be completed. They are made available at Local 974 Dues Office. Reservations will be made through the Financial Secretary's Office. These will be issued on a first come, first served basis on advance reservations.
4. Reservations and deposit **MUST** be made one week prior to the Executive Board Meeting. The Executive Board meets the 2<sup>nd</sup> Sunday of each month. All reservations must be approved by Local 974 Executive Board.
5. Rental for four hours will be \$350.00 for members, which must be paid prior to the event. This amount includes a \$100.00 deposit which will be returned after clean up and approval.
6. The Retiree Officer of Local 974 overseeing the event, allowing review of clean up or any damages must approve return of deposit. Deposit **will be forfeited** in its **entirety** if the entire Hall is not left the way it was before the event. Deposit can be expected approximately one week after approval.
7. Decorations are the responsibility of applicant – **no duct tape or confetti**.
8. After the event, it will be applicant's responsibility to clean up and empty all trash into the dumpster.
9. Any special activities such as alcohol, a band, portable cooker, or roaster, use of kitchen, etc., must be disclosed on the reservation form.
11. Any consumption or distribution of alcohol will require you to provide a Dram Shop Insurance Policy in the amount of **1 million dollars** identifying and listing Local 974 and UAW International Union as the insured party. This policy will be provided to Local 974 Financial Secretary's Office before the last business day prior to usage of Hall.
12. Age 21 will be required for any alcohol consumption. Reservation applicant will be responsible for ID checks for those consuming alcohol.
13. Hall use will be 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 974 will not be responsible for any accidents or items lost or stolen.
17. UAW Local 974 shall be indemnified from any and all injuries, losses or damages.