



SOCIAL HALL USAGE GUIDELINES

APPROVED: November 3, 2021

USAGE AGREEMENT- Usage of the Door to Virtue Lodge Social Hall, Kitchen, Rest Rooms, and Onsite Parking Lot and Grounds (hereafter called the “Facilities”) are restricted to invited guests and associations, accompanied by a member of Door to Virtue Lodge who is in good standing. The member will be responsible for providing any supervision during the usage event(s) and seeing that all the Guidelines are adhered to for the duration of the event period.

RESERVATION- A written application for the use of the facilities must be submitted at least two (2) weeks prior to the event. (Application Form must be completed and returned to Holding Corporation Representative[HCR]). Applicant or Member must contact Calendar Coordinator using webform found at [Calendar Reservation – Door to Virtue #46 A.F. & A.M.](#) and confirm the date is open and available in the calendar on the form. *An available date and/or form submission DOES NOT guarantee approval of event or date. Approval is only confirmed upon receipt of signed Usage Application from the HCR.*

HALL CAPACITY- The Social Hall is restricted to no more than 100 attendees (excluding catering service staff). Access to the Hall one (1) hour prior to reservation time is permitted, unless prior-approved access arrangement is granted.

HALL FACILITY USE- The facilities, as defined above, are located on the ground floor of the Building. All other rooms, stairways and facilities in the building are *not to be accessed or used* in any manner. The removal/rearrangement of the existing displays and wall hangings is not allowed.

Heating and Air Conditioning- Adjust comfort settings following instructions as outlined at the thermostat. Allow at least half hour for room to come to temperature setting.

Bathrooms are for guests use, including one with handicapped-accessible fixtures. Leave toilets and sinks as clean as possible. Use paper towels and dispose in waste can provided; do not dispose of anything but toilet paper in toilets.

Decorations ca not be attached to walls or ceilings. Table decorations are acceptable and should be removed following facility use.

The use of tobacco to include smoking or vaping devices or the use of illegal substances in the facilities is not permitted. Use of alcoholic beverages are not allowed, unless specific prior permission from the Holding Corp. is granted. Loud music or offensive language is not permitted in the facilities.

When leaving the building, all lights and electrical devices must be turned off. All doors must be locked properly (including bolt locks) and the facilities left as found.

KITCHEN FACILITY USE- Food preparation surfaces and refrigeration unit are for use in serving *carry-in food* only. Single service utensils (plates/bowls/cups/cutlery) are recommended.

Gas stove and dishwasher can only be used by an authorized and trained operator. Guests may

use crockpots, electric griddles, hot water dispensers, etc. which they must provide. All other existing appliances and service utensils must be properly cleaned and returned to storage after use. *Do not use* any supplies found in kitchen cupboards or storage closets.

Be sure to *remove all food items*, including beverages, brought in. Clean and sanitize all food preparation surfaces and appliances used. Remove all trash in plastic bags and replace with bags provided. For any accidental breakage or spills, use mop/bucket/broom found in furnace room.

GENERAL INFORMATION-

The facilities are for the use of invited guests only, and *not open to the general public* and all notifications, signage or other advertising must clearly state this. The guest user *will not* use the name of Door to Virtue Lodge or the Grand Lodge of Maryland in any way as to suggest endorsement and/or sponsorship of the user's event.

Parking area is used in common with others, and facility user does not have exclusive use of the parking facilities.

Any event requiring special permitting or licensing are the responsibility of the facility user and must comply with all applicable regulations.

Any damages to the facilities, equipment and furnishings are the responsibility of the user. No repairs should be attempted by guests, but reported to Holding Corp., and any costs incurred for replacement or repairs will be assessed to the user.

No animals are allowed within the Social Hall, except for Service or Guide Dogs.

Should inclement weather or unforeseen circumstances require the closure of the facilities, the user organization or contact will be notified as promptly as possible. In the case of snow, the general rule is: if the Carroll County schools are closed, the facility will not be open. In case of emergency, a Holding Corp. director must be contacted. Contact information will be provided with application approval.

I understand and accept the DTV Guidelines and will take responsibility for my organization adhering to them.

Signature: _____ Date: _____
Organization: _____

User Courtesy Donation: _____
(Consider \$100/Use Date)

Door to Virtue Lodge #46
HOLDING CORPORATION
46 Monroe Street Westminster, MD 21157



SOCIAL HALL USAGE APPLICATION

(Please Print---Fill in form completely)

***Recommend checking availability of Hall prior to submission on**

Lodge website: [Calendar Reservation – Door to Virtue #46 A.F. & A.M.](#)

USAGE DATE(S): _____

USAGE TIMES: Begin- _____ AM/PM; Ending- _____ AM/PM

USER ORGANIZATION: _____

USER REPRESENTATIVE:

Name: _____

Telephone: _____

Email: _____

EVENT DESCRIPTION: _____

DOOR TO VIRTUE LODGE MEMBER:

Name: _____

Telephone: _____

Email: _____

Date Received: _____

Holding Corp. Representative (HCR): _____ Phone: _____
(current Board Vice President)

Action: _____ Donation: _____

HCR Signature: _____ Date: _____