

# T. F. McElroy Temple Association inc.- Building Use Policy

---

## Thornton F. McElroy Temple Association Inc.

### Building Use Policy and Rates

**As approved -Effective: February 1, 2014**

This policy covers the use, lease, and rental of the Building at 1700 S 340<sup>th</sup> St. Federal Way, referred to as the meeting hall. Types of agreements and tenants are covered in this policy; Current rates are covered in Appendix A. Appendix B will have a “basic” rental agreement template which will be tailored to specific tenants needs and Other policies will cover custodial services, actual use of the building, Keys, alcohol use, internet use, Audio Visual systems, and scheduling.

The various rate categories are defined below along with requirements to qualify for those rates. Any negotiated leases which do not comply with this policy require a majority approval of the Temple Association Trustees. This approval includes any fee waiver such as is frequently given to Youth Groups.

All tenants and renters must leave the facilities including kitchen, dining room and meeting room(s) clean and ready to re-rent. Custodial rates will be posted and will be billed to an organization/renter if additional cleanup is necessary (or subtracted from the cleaning deposit if required). Custodial services may be purchased and scheduled in advance through the building superintendent.

**Tenant** (covered by a written lease for a period of one year or more beginning 2014)

Tenants are those groups or organizations which have 1 year or more agreements which stipulate a monthly fee a specified number of days/month for at least 10 months.

- Tenant leases will specify two or more days/month which will be reserved in specified categories: One Closed meeting (Tiled) and up to three meetings which are open to the public.
  - Note: Open to the public as defined by the State Department of Revenue is a meeting which a “non-member” if invited by a “member” can attend the entire meeting. (Not just dinner etc)
  - “Open to the Public” meeting days can be closed by contacting the building scheduler to change the calendar notation to closed (there will be no fee for a “nominal” number of these changes).
- Tenant leases of one year or more are required for allocation of limited storage space.
- Storage space, if available, may be an additional fee.
- Tenants with a lease will have a specified number of extra “free” days / year with no additional charge. These must be scheduled in advance. Tenants with a signed lease as defined above will receive a reduced rate for additional days beyond the free days.
- Non-profit tenants may use the lodge for free **for practice** if it is available. Practice use cannot be **scheduled** in advance to the exclusion of renters without incurring an additional charge.
- The Library can be used for free for small groups such as officers, council etc. Library use must not interfere with other building use and must be scheduled in advance, otherwise, first come first served.

## T. F. McElroy Temple Association inc.- Building Use Policy

---

- Special non-conforming leases may be negotiated with the approval of the Temple Association trustees but are not encouraged except in special circumstances such as periodic (quarterly) meetings or “odd” schedules. (Example: 5<sup>th</sup> Wednesdays)
- **“Fee waived”** meetings, parties, or gatherings require advanced approval of the Temple Association. Such events will sign a normal rental agreement with the fee stated, the Temple Association agent will then cross out the fee, write “Waived” and show the date the Board waived the fee.
- Any group which abuses the utility use will be charged a utility fee. ie: do not override the thermostat and set it on HOLD, do a single use override which resets at the end of your meeting period. If you do not know how to use the thermostat, do not touch it. Thermostats will be set to match lease times. Continued abuse of the thermostat override capability will result in all panels being locked.
- Proof of liability insurance is required as an attachment to any valid lease. (Can be obtained from your parent organization or your insurance carrier) A rider “Tulip plan” from our insurance carrier (Payne) can be provided if paid for by the Tenant. (Contact the Temple Association for additional information)
- All dates and times not covered by a valid lease or rental agreement are available for rental.
- Posted schedules of building use are for reference only, contact the building superintendent for up to date information on building use.
- All lease agreements are in writing.
- **Tiled (Closed) vs Open to the Public.**
  - *Open to the public is a meeting where a “non-member” if invited by a “member” can attend the entire meeting (not just dinner). The building use calendar coupled with the signed leases will be submitted to define our rental activities for a given year for property tax purposes, hence the need to let us know if you **close** one of the scheduled **open** days.*

### **Tenant Member rates** (Rates made available to members of organizations who hold a Tenant Lease)

- Members of non-profit tenant organizations with a long term lease can schedule the lodge building at a reduced rate as long as no full fee rentals are scheduled. (Example: A tenant member cannot schedule building use for \$50 if a full fee wedding for \$800 wishes to pay for use of the building)
- These rates are not intended as a method to avoid the “additional meetings” fee under the terms of a valid lease.
- The Temple Association reserves the right to limit the number of tenant members’ rentals within a given month depending on occupancy.
- Proof of Liability insurance is required. We will possibly, through our carrier, have short term liability (per event) available for a fee, contact the temple association for further information.

# T. F. McElroy Temple Association inc.- Building Use Policy

---

## **Renters** (Those signing a short term rental agreement)

Short term rental agreements (Appendix B) will be provided with a fee schedule. Proof of Liability insurance is required. We will possibly, through our carrier, have short term liability (per event) available for a fee in the future.

## **Business Rates** (Weekday rates offered from 6am to 6pm M-F)

Hourly and bulk rates will be provided for business rental during weekdays from 6am to 6pm. Long term schedule agreements can be arranged.

## **Non-Profit business period rates** (Rates offered to qualified non-profit organizations from 6am to 6pm M-F)

Discounted hourly and bulk rates will be provided for valid non-profit organizations during weekdays from 6am to 6pm. Long term agreements can be arranged.

## **Key Policy**

A key policy will be published and adhered to by all tenants and renters. Failure to comply will result in lease termination. All keys must be accounted for and there are significant fees for replacing lost keys and re-keying building doors which depend on the type of key lost and the number of locks which must be changed.

## **Internet Use Policy**

An Internet/ Computing use policy will define approved use of the building internet and computing facilities.

## **Audio Visual Equipment Policy**

**Audio Visual policy will establish use processes for equipment, Screens, and provide for connection to internal audio visual equipment from external devices/computers.**

# T. F. McElroy Temple Association inc.- Building Use Policy

---

## Building Availability Policy - 2014

The following building availability will apply to all leases and rental agreements unless a written variation is approved by the Temple Associations. Building availability will be re-visited annually in the April Temple Association Quarterly Meeting. The Building Availability policy is an attachment to the Annual Property Tax Exemption request. The 2014 policy documents building availability used in 2013, and on. With the new Business Rates added.

This policy applies to the following areas:

- Large Meeting Room
- Small Meeting Room (Downstairs)- May or may not have use of Kitchen and Upstairs facilities.
- Dining room
- Kitchen \*
- Library \*\*

\*-Kitchen Use policy applies

\*\* - library use policy applies

### Days and times

**Monday – Friday 6am to 6pm** building facilities can be rented hourly or in 4-12 hour blocks see weekday club/business rates.

**Monday – Friday 6pm to 11pm** (5 hour evening block) – single use reserved period with priority for long term leases. Includes large meeting room Kitchen/Dining. Small Meeting room is stand-alone.

**Saturday – 6am to 6pm** facilities are available for periodic rental – No long term agreements are allowed to permit scheduling of Annual Events by Tenants.

**Saturday – 6pm to 11pm** – Same meeting policy as M-F, long term leases are permitted with approval of Temple association but must “work with” other organizations which have annual scheduled events or special events (such as weddings or receptions) scheduling the building.

**Sunday** – Building is available for long term leases 8am to 6pm in negotiated blocks of time. Short term or periodic rentals will need to work around long term lease use. Some shared use is likely to occur on Sundays due to multiple activities. No evening building use will be scheduled; however, practice and library meetings of small groups are permitted.

**Kitchen and dining room** are for single group use only, unless otherwise coordinated with building scheduling. Meeting rooms large/small can be scheduled simultaneously for different tenants or by the same tenant.

Agreements will specify days in a month (such as first Wednesday and 4<sup>th</sup> Tuesday) and specify the block of time (evening). No building activities or access will occur after 12 Midnight without approval of the

# T. F. McElroy Temple Association inc.- Building Use Policy

---

Building Superintendent. Typical after Midnight use would be supervised Youth Group Overnights which will be permitted.

## **Facility Features available**

- Both open and secure wireless internet are available to long term Lease Clients
- Open wireless is available to short term rentals.
- Acceptance of Internet Use Policy will be required for renters and tenants.
- PA systems in Large Meeting Room and Dining room are available for use Acceptance of Audio/Visual use policy will be required for renters and tenants. Video equipment and screens are being installed in 2014.
- Parking is available for all gatherings however no overnight parking is allowed without prior coordination.
- RV Electrical connections are available in lower parking lot with prior coordination if sponsored by a Long Term Lease holder. (Example: Visitors for installation)
- Future plans are to include drop down screens and installed video equipment 2014 and on, these features will be available to tenants as they are installed.
- All personal property brought into the building will be the responsibility of the using organization, no insurance is provided by the Temple Association for contents of lockers, display cases, etc.
- Scheduled cleaning is available for a fee, rates and a cleaning policy will be available.

## **Audio/Visual Policy**

- As additional features are added to the building an Audio/Video policy will cover their use, shared expenses (if any) and instructions. Future plans are for motorized drop down screens in the Dining room and main meeting room, and installed video projectors, these will be included in the Policy when published.

## **Security Systems**

Exterior and interior cameras are in use 24 hours/day for building security. In the future it is possible that an active alarm system will be installed. Said alarm system will require activation and deactivation when entering/leaving building. False Alarm fees charged by the police will be billed to the organization/person causing the false alarm.

## Appendix A Building Use Rates

All days are available for long term lease except Saturdays. Due to installations, annual meetings, Weddings and other rentals Saturday is reserved for periodic use only.

### General Guidelines

#### Non-Profit Tenant Rates (Annual Lease – April to April)

- Lease rate is \$150/Month for 10 months/ year
  - Up to four specified evenings are scheduled (1 closed and 3 open) on a recurring basis each month (6pm-11pm).
  - 4 Free rentals/year are included. These must be scheduled at least one month in advance. It is anticipated these will be used for Saturday events.
  - \$75/meeting for each additional meeting/month.
  - A rate of \$300/month for (private/closed use) all (4) of a given day / month. “all Wednesdays-evening” for example.
  - Lease covers meeting room, dining room, kitchen etc.
  - Downstairs lease covers only the small meeting room, rest rooms and downstairs lobby unless otherwise noted.
  - Storage may be an extra charge (future).
  - Custodial Services are an extra charge per the custodial fee schedule.
  - Organizations or groups must provide a valid non-profit tax ID number and proof of liability insurance to sign this lease.
- Special Lease – A long term lease can be negotiated for fewer days in a year with the approval of the Temple association. (Example: 5<sup>th</sup> Wednesday) The rate will generally be \$75/meeting for valid non-profits.

#### For Profit Tenant Lease

For Profit “outside business” lease rate. – As negotiated and approved by the Temple Association trustees.

**Tenant Member Rate** (Offered to members and family of non-profit organizations that have a valid long term lease)

- Tenant member rate is \$50/ 4 hour event or as negotiated with approval of Temple Board. Member sponsor must be shown on rental agreement. Proof of liability insurance is required. All rules and guidelines apply.

# T. F. McElroy Temple Association inc.- Building Use Policy

---

## **Tenant Youth Group Rate**

Youth group leases are special rates and “fee waivers” or reduced fees will be provided through negotiations that cover either short term or long term building use agreements. These agreements require approval of the Temple Association Trustees.

## **Weekday Club/Business Rate** (Rate for short term rentals from 6am to 6pm)

- \$75 / meeting (4 hour) – Covers use of Large meeting room, dining room, kitchen extra
  - Free open internet
- \$50/meeting (4 hour) – for use of small meeting room with no dining or kitchen use.
- \$50/meeting (4 hour) – for use of large meeting room and dining room/kitchen for valid non-profit org/club with Tax ID#, or \$25/hour scheduled (Example: noon-1pm)
- Special arrangements can be negotiated for Kitchen use by Catering Businesses, consult the Temple association with a proposal.

## **Party Rate – General Public – with appropriate permits, identification, deposits and Insurance, time period as shown on rental agreement.**

- Large Meeting Room
  - \$75/hour
- Small Meeting Room
  - \$50/hour
- Dining Room only
  - \$50/hour
- Kitchen and dining room
  - \$100/hour
  - \$350/4 hour period
  - \$700/8 hour period
  - \$1000/day – all day 6am - Midnight
- Combined rate for Large meeting room, Kitchen and Dining room
  - \$125/hour
  - \$400/4 hour period
  - \$800/8 hour period
  - \$1200 / day – all day 6am to Midnight.
- Entire Building both floors full day only: \$1500
  
- Alcohol Use \$250 non-refundable fee (Proper Permit required)
  
- Catering Rate – for use of Kitchen only -To be negotiated.

## T. F. McElroy Temple Association inc.- Building Use Policy

---

### **Cleaning fees**

- The cleaning fees will be assessed unless other acceptable cleaning arrangements have been made. If rental area has not been cleaned and prepared for re-use then the contracted janitorial service will be called and amount deducted from deposit or added to monthly lease fee.
- Cleaning fees/rates will be available and may change depending on service provider. Contact Building Superintendent.
- A “current” set of rates will be attached to all rental agreements and Lease agreements.



## Appendix B – “Sample” Rental Agreement

**NOTE: Adoption of the 2013 Building Use Policy will approve use of this Short Term Rental agreement which will be then modified to fit our specific needs as outlined in the Building Use Policy.**

### INSTRUCTIONS FOR USE OF FACILITY RENTAL AGREEMENT – template provided by Grand Lodge

**MASONIC TEMPLE ASSOCIATIONS** frequently want to increase the utilization of the Temple building by renting it out to non-Masonic organizations and individuals. This can create a steady cash flow, which can assist in the upkeep and maintenance of the building, as well as other projects. However, it is critically important that any rentals be undertaken only with a carefully drafted agreement, such as the one attached, which is properly and completely filled out for each rental. Remember, this Facility Rental Agreement is designed for one time use of the Temple, such as for a wedding or other event, or for repeated use of part of the Temple, such as to a start-up church on Sunday mornings.

Note that this agreement is NOT intended for an ongoing, commercial lease for part of the Temple Building, such as to an office or a store. Commercial leases need to cover quite a few more items that must be addressed in a Commercial Lease of this sort. If your Temple Board is going to rent part of the building to a commercial entity for everyday use, you should contact an attorney in your town. I'll be happy to answer questions or to refer you to such a lawyer, if you call me. Likewise these instructions are not intended as legal advice for particular situations. Individual Temple Associations are urged to review this agreement with their own attorney if questions arise regarding its applicability to particular fact situations.

#### **The following are some notes on how individual paragraphs should be filled out:**

**Landlord:** insert the name and mailing address of the Landlord which would normally be something like “Pleasantville Masonic Temple Association, a WA Not-For-Profit Corporation”, PO Box 1, Pleasantville, WA. Be sure to also insert the printed name and phone number of the individual designated as the rental agent.

**Premises:** Insert the street address of the Lodge building.

**Premises Rented:** Most Lodges have a kitchen/dining facility on one floor and the lodge room on another. There may be other portions of the facility as well. Insert check marks or descriptions of those portions of the facilities which are to be rented.

**Term:** This paragraph allows for both “one time usage” of the Temple as well as multiple date usages.

Be sure to insert in each paragraph the use that the Tenant is going to make of the premises, i.e., wedding reception, church services, business meeting or whatever.

**Security Deposit:** It is usually a wise business practice to collect a security deposit adequate to cover clean up costs and/or the next month's rent. This security deposit is held by the Landlord in trust and must be returned upon return of the premises in good condition, reasonable wear and tear excepted.

**Insurance:** If you are renting your premises to an existing organization, such as a not-for-profit organization, they will usually have their own liability insurance. It costs them nothing extra to obtain from their liability insurance company a **Certificate of Insurance**, naming your Masonic Temple Association as an additional insured. This means that their insurance policy is the first line of defense for liability claims, rather than the Masonic Temple Association.

**Signatures:** If the Tenant is a small organization, about which you know little or nothing, it may be wise to insist on a personal guarantor, with whose financial situation you are more familiar.

I will be happy to answer questions about the use of these forms. I can be reached at [stevecarmick@myhome.net](mailto:stevecarmick@myhome.net) or 360-748-0226.

**WB Brother Stephen T. Carmick**  
**Attorney at Law**

# T. F. McElroy Temple Association inc.- Building Use Policy

---

**Thornton F. McElroy Temple Association Inc.**  
**-FACILITY RENTAL AGREEMENT –**  
**February 1, 2014**

**Proposed Renter:**

**Individual's Name: (ID Required)** \_\_\_\_\_  
**Organization Name:** \_\_\_\_\_  
**Org Type:**  Inc.  LLC  Non-Profit  Individual  Group  Other  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**Type of ID shown to agent:** \_\_\_\_\_  
**Referral:** \_\_\_\_\_  
**Liability Insurance Document:** \_\_\_\_\_  
**UBN for Business Renters:** \_\_\_\_\_  
**If Non- Profit a Tax ID Number is Required:** \_\_\_\_\_

1. **Landlord.** Name and Mailing Address:

**Thornton F. McElroy Temple Association Inc.**  
**(501(C2) WA Not-For-Profit Corporation)**  
**P.O. Box 23573, Federal Way, WA 98093**

Emergency Phone Number: \_\_\_\_\_  
Name of Agent for Temple Association: \_\_\_\_\_  
Phone Number of Agent \_\_\_\_\_

2. **Premises.**

A. **Location.** The premises are located at:

Address: 1700 S 340<sup>th</sup> St, Federal Way, Wa

B. **Premises Rented.**

Kitchen and Dining Room  
 Kitchen Only  
 Meeting Room (Large)  
 Meeting Room (Small)  
 Other: \_\_\_\_\_

3. **Term**

A. **One-time usage.**

Use of premises \_\_\_\_\_

2. Date of Usage: \_\_\_\_\_

3. Hours of Usage: start \_\_\_\_\_ end \_\_\_\_\_

4. Total Rent, \$ \_\_\_\_\_, payable in advance to Landlord.

# T. F. McElroy Temple Association inc.- Building Use Policy

---

## B. Recurring Tenant Usage:

1. Use of premises the following Months:  
Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec - Other
2. **Closed to Public Days within Month** (Tiled):  
Day(s) of the week: \_\_\_\_\_  
(day of usage if periodic) 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> Su - M - T - W - Th - F - Sa  
Description of Periodic rental: \_\_\_\_\_
3. **Open to Public Days within Month:**  
Day(s) of the week: \_\_\_\_\_  
(day of usage if periodic) 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> Su - M - T - W - Th - F - Sa  
Description of Periodic rental: \_\_\_\_\_
3. Hours of the day: start \_\_\_\_\_ end \_\_\_\_\_ or period\_ (See Building use Policy)
4. Total Rent \$ \_\_\_\_\_
5. The tenant will pay rent in the amount of \$\_\_\_\_\_ per \_\_\_day \_\_\_ Month \_\_\_ year\_\_\_, due on the first day of each month, in advance, to the Landlord.

## C. Fees:

- Rental Fee: \_\_\$\_\_\_\_\_
- Alcohol Fee: \_\_\$\_\_\_\_\_
- Cleaning Deposit \$\_\_\_\_\_ (Portions may be Refundable based on condition of property and rental agreement)
- Security Deposit \$\_\_\_\_\_
- Deposit Due at Signing: \$\_\_\_\_\_
- Balance Due: \$\_\_\_\_\_
- Balance is due 30 days prior to event, with copy of "proof of insurance" and alcohol documents if required.

## 4. Conditions of Usage

Tenant agrees that premises will be used for the foregoing purpose(s) listed in paragraph 2 and for no other purpose. Tenant also agrees NOT to use the premises or any part thereof for any illegal purpose, and to comply with all city, county and WA state codes, statutes and regulations concerning the use of said facilities. Tenant also agrees not to enter or occupy the building, or any portion thereof, on any date other than that or those specified in paragraph 2, nor to enter or occupy the building for any hours other than the hours listed specified in paragraph 2 above.

**5. Security Deposit.** Unless this section is crossed out and initialed by the Landlord, a security deposit in the amount of \$\_\_\_\_\_ will be paid in advance to the Landlord. These monies will be held by the Landlord and returned to the Tenant upon completion of the period of this Lease, subject to payment of all rents due, return of the premises in the condition they were rented, ordinary wear and tear accepted, and return of all keys issued.

**6. Utilities.** Landlord will pay for utilities, including trash collection, electric, water and heat, supplied to the premises, and these services are included in the rental fee.

**7. Subletting.** The tenant agrees not to sublet the premises or to assign this agreement, or any part thereof without written consent in advance of the Landlord.

# T. F. McElroy Temple Association inc.- Building Use Policy

---

**8. Keys.** If a key has been issued to Tenant, Tenant agrees not to duplicate this key, nor allow the same to happen, and to return the key to the Landlord upon termination of this agreement.

**9. Maintenance of Premises.** Tenant agrees to repair, in a neat and workmanlike manner, all damage done during the periods of their occupancy of the demised portion of the premises; to use due precautions against the freezing of water or waste pipes, and stoppage of the same in or about the premises. In case of freezing or clogging of water or waste pipes by neglect of Tenant, the Tenant shall be required to repair same at their expense, as well as all damage incurred thereby.

**10. Tenant's Obligations.**

**Tenant agrees to:**

A. Properly dispose of rubbish, garbage and waste in a clean and sanitary manner at the conclusion of each day of utilization by depositing the same in the garbage cans provided. .

B. Properly use and operate all electrical, gas, heating and plumbing facilities, fixtures and appliances.

C. Neither negligently nor intentionally destroy, deface, damage, impair or remove any part of the premises, nor the appurtenances, facilities, equipment, furniture, furnishing or appliances, nor permit any member of the lessee's group nor its invitees, licensees or other persons acting under its control to do so.

D. At the conclusion of each period of occupancy, all equipment supplies and personal belongings, in the alternative, and if storage facility is listed under the portions of the premise rented or leased, to place the same within the storage facility at the end of each day's occupancy. Landlord assumes no responsibility of any kind for any equipment, supplies or personal belongings of Tenant, its agents, servants, employees, invitees, or guests, and shall have no liability for the same under any circumstances.

**11. Insurance.** If this agreement is for multiple usages, Tenant shall provide Landlord with a Certificate of Insurance from a reputable liability insurance policy, naming Landlord as an additional insured under a comprehensive general liability policy with minimum liability limits of \$500,000.00 per person, and to furnish a copy of same, together with any renewals thereof, to the Landlord.

**12. Surrender of Premises.** At the conclusion of the period of occupancy specified, Tenant agrees to quit and surrender said premises to the Landlord. This provision shall apply both by expiration of time, or in the event of default in payment of any installment of rent. Tenant further grants to Landlord a lien upon any equipment, supplies, or personal belongings left behind at the conclusion of any period of tenancy for thirty (30) days following written notice of the same to Tenant at the address on this document.

**13. Hold Harmless.** Tenant agrees, on behalf of its members, agents, servants, employees, guests or invitees, to defend and hold harmless the Landlord from any causes, claims, demands, or causes of actions or suits, brought by or on behalf of itself, its agents, servants, employees, guests or invitees, whether for property damage, personal injury or wrongful death, allegedly caused in whole or in part by any condition of the building or negligent acts or failures to act by Landlord.

**14. Costs and Attorney's Fees.** If, by reason of any default or breach of the terms of this lease/rental agreement, or failure to perform of any of the provisions thereof, which results in the retention of counsel by either party, the losing party agrees to pay all reasonable costs and attorney's fees incurred in connection thereof. It is further agreed that the venue of any legal action brought under the terms of this agreement will be in the Superior Court of the county in which the premises are located.

# T. F. McElroy Temple Association inc.- Building Use Policy

---

**IN WITNESS THEREOF, The Landlord, by its Agent, and the Tenant, together with any guarantor required hereunder, set their hands on the dates indicated..**

**Landlord:**

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

By: \_\_\_\_\_

(print name, then signature of Agent)

Dated: \_\_\_\_\_

**Tenant:**

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_

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

Dated: \_\_\_\_\_

Title: \_\_\_\_\_

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

Type of ID presented \_\_\_\_\_

**Guarantor:**

I/we guarantee the performance of all of Tenant's obligations under this Agreement.

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

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

Dated: \_\_\_\_\_

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

\_\_\_\_\_

**Initial:**

Received copy of Rental Policy: \_\_\_\_\_

Received copy of Cleaning Fees: \_\_\_\_\_

Received copy of Internet Use Policy: \_\_\_\_\_

Received copy of Audio Visual Equipment Policy: \_\_\_\_\_

Received and initialed copy of Key Agreement: \_\_\_\_\_