

Masonic Temple Association of St. Charles, Missouri  
**Terms and Conditions for Facility Use**  
**For Rental on or after July 14, 2025**

1. Fee for use:
    - a. **Resident Masonic Organization for Masonic events** \$60 rental fee for events on dates other than those covered in the Facility Usage Agreement,
    - b. **Resident Masonic Organization's Member for personal events** \$80 usage fee plus a \$100 refundable Security/Cleaning Deposit
    - c. **Non-Resident Masonic Organization for Masonic events** \$80
    - d. **Non-Resident Masonic Organization Member for personal events** \$100 usage fee plus a \$100 refundable Security/Cleaning fee
    - e. **General Public** - \$150 dollars plus a \$100 refundable Security/Cleaning Deposit.
  2. Fees are due immediately upon reservation of your chosen date and time. Any reservation that is not paid in full will be considered a tentative reservation and is subject to cancelation without notice. A check for the \$100 Security/Cleaning Deposit is due upon reservation but will not be cashed unless there is damage to the facility or the premises are left in disarray and require further cleaning or repair post-event. The check will be destroyed if no damage is incurred or cleaning required. Half of the Usage Fee payment will act as a non-refundable deposit to reserve the building. In the event of a cancellation, the fee may be applied to a rescheduled date. If the event is not rescheduled, the Masonic Temple Association will return half of the fee, but may elect to return the entire usage fee. If the chosen date and time is unavailable, arrangements will be made.
  3. Prior to the event, the User has the responsibility to schedule a walk-through of the building and to notify the Temple Board's Designated Representative of any damage the User identifies. The walkthrough must be complete, and a list of any damages submitted by the User no later than two (2) days prior to the event. The Security/Cleaning Deposit will not be cashed if the Designated Representative completes a post-event walkthrough and finds the facility clean does not locate any additional damages.
  4. The Masonic Temple Association of St Charles and member organizations are not responsible for the damage or loss of use of any device as the result of use of internet services at the facility nor for any maleficent outcome to any person or organization.
  5. The User may not adhere anything to the walls, ceiling, light fixtures, doors, windows, etc. during the event and doing so will forfeit the Security/Cleaning Deposit.
  6. There is no smoking or use of electronic cigarettes inside the building. Properly dispose of cigarettes in the container provided outside.
  7. The Masonic Temple Association of St Charles will not provide or serve any alcoholic beverages under any circumstances to any party for any reason. However, the User and their guests may bring and consume their own legally obtained alcoholic beverages on the premises, subject to the terms of this Agreement and all applicable laws.
- 
1. **Prohibition on Sale of Alcohol**

The sale of alcohol is strictly prohibited on the premises at all times. This includes, but is not limited to:

    - Direct sales (e.g., cash bar, drink tickets)
    - Indirect sales (e.g., alcohol included in admission price, donation-based exchanges)
    - Any other method by which alcohol is exchanged for money or items of value

Violation of this provision will result in immediate termination of the event, forfeiture of any fees or deposits, and potential legal consequences.

**2. Assumption of Risk and Indemnification**

The User acknowledges that any alcohol consumed on the premises is at their own risk and responsibility. The User agrees to indemnify, defend, and hold harmless the Association, its directors, officers, agents, employees, and volunteers from and against any and all claims, losses, damages, liabilities, fines, penalties, costs, and expenses (including attorneys' fees) arising out of or related to:

- The presence, possession, or consumption of alcohol on the premises;
- Any injuries, illnesses, property damage, or deaths that may occur related to such consumption;
- Any violations of local, state, or federal alcohol-related laws or ordinances.

**3. Compliance with Law**

The User agrees to comply with all applicable laws and ordinances, including those enforced by the Missouri Division of Alcohol and Tobacco Control (DPS). It is the User's responsibility to determine whether any additional permits are required and to obtain them if necessary.

**4. 6. Insurance Requirement**

In the event special permission is granted, granting the sale of distribution of alcohol at the event, the User is required to obtain and maintain general liability insurance with host liquor liability coverage in an amount not less than \$1,000,000 per occurrence, naming the Association as an additional insured. Proof of such insurance must be provided no later than seven (7) days prior to the event.

---

Type of Event: \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Masonic Event: Yes/No

If yes, Resident Masonic Organization Yes/No

If no, are you a member of a Resident Masonic Organization Yes/No

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

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

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

E-Mail \_\_\_\_\_

By Signing below, you have read and agreed to the terms and conditions.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

Please keep a copy for your records and return a signed copy, **accompanied by a check or money order** to: Masonic Temple Association of St Charles, 2051 Collier Corporate Parkway, St. Charles, MO 63303

## Building Event Cleaning Check List

Date: \_\_\_\_\_ Time Entered the Building \_\_\_\_\_ Time Leaving the Building \_\_\_\_\_

**Please treat the facility with respect.**

In case of immediate assistance, emergency or you feel that the building is need immediate maintenance, please contact Maureen Watson at 314-807-3139.

**Please check each item below as they are completed and return this form and key a Masonic Temple Association member or place in Drop Box under television.**

- ☐ Meeting Room, Entry and Preparation Room
  - ☐ Empty trash cans (bags are located in the 2-door storage cabinet in the kitchen).
  - ☐ Sweep hard surface floors (mop if necessary)
  - ☐ Vacuum as needed, especially if you use or have glitter of any type.
- ☐ Kitchen & Dinning Area
  - ☐ Wipe down appliances (make sure stove/oven is off)
  - ☐ Remove perishables from refrigerator
  - ☐ Clean and wiped down all counter tops.
  - ☐ Clean sinks
  - ☐ Dry dishes and utensils and put back into cabinets.
  - ☐ Coffee pot and coffee warming plate turned off **and unplugged.**
  - ☐ Empty trash cans (bags are located in the 2-door storage cabinet in the kitchen).
  - ☐ Hard surface floors -sweep (mop if necessary)
- ☐ Bathrooms
  - ☐ Flush all toilets and urinals and make sure seats are clean.
  - ☐ Wipe down counters.
  - ☐ Make sure the water in sinks and toilets is not running.
  - ☐ Empty trash cans (bags are located in the 2-door storage cabinet in the kitchen).
  - ☐ Floors -sweep (mop if necessary)
- ☐ Foyer
  - ☐ Sweep hard surface floors (mop if necessary)
  - ☐ Mats Vacuum as needed, especially if you use or have glitter of any type.
- ☐ Before leaving the building make sure to:
  - ☐ Turn off all lights
  - ☐ Make sure all doors to the outside are closed & locked.

Signature \_\_\_\_\_

THANK YOU!!