

**KNIGHTS OF COLUMBUS #833
HALL RENTAL POLICIES**

1. **Contracts – All rental contracts must be filled out in its entirety, security deposits should be attached to the contract. Down payments will be attached and deposited and recorded at the time the contract is written. Security deposits will be returned to the renter after the hall has been inspected for any damage after the event. There shall be no sponsorship on hall rental by a member of the Knights of Columbus for anyone outside of their immediate family.**
2. **All rental contracts will be turned into the General Manager for recording of the funds, and the filing of the contracts.**
3. **All rental funds will be turned over to the Treasurer for deposit after they have been recorded.**
4. **Commissions on all rental receipts will be paid monthly.**
5. **All expenses for the operation of the hall will be recorded and paid monthly.**
6. **The minimum rental time for social event rentals shall be four hours. Any exceptions to this rule must be approved by the General Manager.**
7. **Rental discounts – members of Knights of Columbus Council #833 and residents of the Knights Court development will receive a 20% discount on rentals. Members of the Knights of Columbus from any other Council will receive a 10% discount.**
8. **Any suggestions for improving our operation, or any problems that develop should be brought to the attention of the General Manager.**