



**LOCAL 578
REGION 4**

2920 Oregon Street
Oshkosh, WI 54902



Phone: 920-231-5153
Fax: 920-231-9847
Email: uaw578mail@yahoo.com
www.uaw578.org

Union Hall Rental Agreement (285 seating capacity)

The fee for renting the hall is \$75.00. The Union Hall is available for rent to UAW Local 578 members in good standing. There is an additional \$200.00 deposit fee, which will be returned upon approval of the building after your event. The \$75.00 rental fee and \$200.00 deposit must be 2 separate checks made payable to UAW Local 578, and are due the Monday before your event. Your deposit will be mailed back to you upon approval of the condition of the hall and the return of the building keys.

The keys to the hall can be picked up Wednesday-Friday the week before your event. If this timeframe does not work for you, call the union hall to make other arrangements. The keys must be returned the Monday or Tuesday after your event.

The building will be rented on a first come first serve basis and only 3 months in advance maximum. To rent the hall, sign up in person on the calendar displayed at the union hall. Print your name, phone number, shift and plant. You must fill out a rental agreement before keys will be given out. Please make sure you understand the rental agreement completely.

The union hall is not available for rent on the 2nd Saturday of each month September-May. The union hall is only available after 4 p.m. on the first Thursday of each month and the 2nd and 3rd Wednesday of each month September-May.

Use of the kitchen area is allowed, but cleanliness must be maintained. Food, drink, supplies and all serving dishes are the responsibility of the renter. Offices and office hallways are not to be used by the renter except to get supplies out of supply closet.

The renter/key holder is responsible for the complete lock up of ALL entry/exit doors, and turning off of all lights.

UAW Local 578 will not be held responsible for any person or their conduct attending an event at the union hall. Local 578 is not responsible for anyone who uses alcohol or any type of drugs/substance abuse before, during or upon leaving an event at 2920 Oregon St. premises.

Damage, abuse or lack of cleaning of the building or the surrounding area WILL result in the renter/key holder to forfeit your deposit. Any damages to the building that exceed the \$200.00 deposit the renter/key holder will be responsible for. Local 578 is owned and maintained by all 578 members. Treat the building with respect and clean up after each use. If there is any damage or uncleanliness to the building before you start your rental, you MUST notify a trustee immediately. If you do not contact a trustee, you will be held responsible. Each member renting/using the building will be in TRUST of this Local for the proper procedures held in this building, such as conduct, safety, protection against abuse, theft and all other that pertain.

Trustees:

Bob Sosinski **920-426-9824**
Ron Patt **920-410-0225**
Caroline Wuest **920-410-5876**

PLEASE FOLLOW THE RULES ATTACHED TO THIS SHEET.

Signature _____ Date of rental _____

Phone # _____ Todays Date _____

HALL RENTAL RULES

- 1. The Projector is NOT for use by the renter.**
- 2. DO NOT drag tables or chairs across the floor. Put all tables and chairs back the way you found them upon arrival.**
- 2. DO NOT sit on top of tables, if tables are found drooping deposit will be affected.**
- 3. Restrooms, kitchen and hall must be completely cleaned. Do not pour grease or food down any toilet, urinal or kitchen sink.**
- 4. Empty all garbage cans and put garbage in dumpster. All garbage cans must be emptied no matter how full they are. Put new plastic garbage bags inside garbage cans.**
- 5. SMOKING is NOT allowed anywhere inside the building.**
- 6. Carpeted floors must be vacuumed. Vacuum is located in supply closet.**
- 7. Report all accidents and or damages to the trustees immediately.**
- 8. Windows and doors must be closed and locked when leaving.**
- 9. Clean out and turn off coffee pot before leaving.**
- 10. Mop the hall floor and bathrooms USE WATER ONLY. Do not use scrubbing pads or cleaning agents on hall floor.**
- 11. Remove all decorations and tape, etc. from the hall. DO NOT USE any type of glitter or confetti type material or your deposit WILL be forfeited.**
- 12. Shut off all lights before leaving and please recycle.**
- 13. ABSOLUTELY NO USE OF DEEP FRYERS ON THE PREMISIS. Due to Fire Code.**

14. There may be circumstances when there could be cancellations of the hall rental, which may be beyond the control of UAW Local 578. UAW Local 578 will not be responsible. Notifications of a cancellation will be done as soon as possible.

Any questions or issues, contact a trustee immediately!

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