

# Fredericksburg Lodge 4 A.F. & A.M. Members-Lodge Request Form

This form is to be used when there is a request for use of the lodge premises. Each member of the lodge or appended body will submit this form prior to being granted approval for lodge building use.

Name of member/appended body	Phone number
Secondary Contact	Phone number
Primary contact email address	Date/s requested
Number of Attendees	start time/end time of your event

Please state the reason for this request:

---

---

---

Please answer the following:

- Have you checked the lodge calendar to see if the date/s you are requesting is open? \_\_\_\_\_
- Is there another organization meeting on or during the times you are requesting the lodge? \_\_\_\_\_
- Have you contacted the organization to see if your use of the lodge will conflict with theirs? \_\_\_\_\_
  - If conflict have you and the other organization worked out a compromise? \_\_\_\_\_
  - Detail Compromise \_\_\_\_\_
- Is your organization current in its rent? \_\_\_\_\_
- Will a master mason be in attendance during this event? \_\_\_\_\_
- Will Alcohol be served at this event? \_\_\_\_\_
  - If so what type \_\_\_\_\_
  - Do you have a liquor liability policy in place? \_\_\_\_\_
  - Will you conform to the state laws and regulations? \_\_\_\_\_

Are there any special needs or considerations:

---

---

---

***If permission is granted for lodge use the following must occur:***

- Properly secure building at all times.
- Ensure that alarm system is activated when leaving.
- Ensure that all trash has been removed from building
- Ensure that all dishes are washed, and sinks are clean
- Ensure that all lights are off when exiting the building
- Ensure that all visitors have vacated property

Please send completed form to [fxbglodge4sec@gmail.com](mailto:fxbglodge4sec@gmail.com). Leave message at the lodge number 540-373-5885 after emailing this form. Please allow three days for completion of this request