Title: Rental Policy for Sondreson Hall	Date Approved: 08/12/22
Approved by: NFLA Board of Directors	Review/Revise Date:

Policy Statement

North Fork Landowners' Association (NFLA) is committed to allowing use of Sondreson Hall and/or its equipment for community and private events. Use of the Hall is managed by the NFLA Board of Directors.

Scope

Sondreson Hall may be rented to NFLA Members, NFLA Associate Members, non-members, organizations, and other entities for private or public events.

Only NFLA Members with approval of the NFLA Board of Directors, may use –offsite—certain NFLA equipment stored at Sondreson Hall.

Procedure

1. The board will periodically review Sondreson Hall Use Agreement and User Guide and update them as necessary.
2. Individuals or Organizations desiring to rent Sondreson Hall must complete and sign the Sondreson Hall Use Agreement and provide necessary insurance documentation, Security Deposit and Donation to the NFLA Treasurer or NFLA Secretary. The Security Deposit will be refunded within 10 days. Insurance documentation is required for events with more than 30 people or if liquor is served.
3. Security Deposit is waived for church organizations and events under 10 people.
4. Every Responsible Party and NFLA Member Host will follow the instructions and requirements provided in the Agreement and User Guide.
5. Every event must have a NFLA Member in good standing, and current in their dues, who will act as sponsor/host of the event and who will attend the event.
6. For offsite use of NFLA equipment, the following will apply:
   a. A written request for use of equipment must be received by the NFLA Secretary or Treasurer two weeks prior to the event.
   b. The NFLA Board of Directors will review and approve/decline the request promptly.
   c. A donation to the NFLA for use of the equipment is requested.
   d. A board member must be present when equipment is picked up and returned. Equipment must be returned promptly if it is needed for another event. Otherwise, it shall be returned within 48 hours of the event for which it is used.