



Northeast Lodge 17

USER CONTRACT

For _____ - _____ - 20 - \$ _____ - _____ - _____
Day Month Year Donation Date Paid Name of Donor / User

SIGNER AGREES TO :

1. Obey all local and state laws while using the facility.
2. Obey posted rules of the FOP Lodge.
3. Pay for any damages with in 15 Days.
4. Limit the noise level of outside music to that permitted by the city ordinance.
5. Terminate all outside music at 11:00 P.M.
6. No outside fires are permitted.
7. Refrain from attaching anything to the walls, ceilings or furniture with tacks, staples tape, glue, putty, clay or other foreign materials.
8. No use of tables or chairs outside the building.
9. No movement of picnic tables off the porch.
- 10.No movement of the pool table without prior lodge permission.

- 11.Remove all belongings before 12:00 noon on the day following your event.

- 12 All Parking is to be inside FOP property. Under no circumstances will guest park outside of the gate.

13. Fire hazards; Do not block doors! Unlock front doors (East side) during events! (These doors must be opened with a key, unlike the West doors) Do not leave party lights on the stage behind the sheer curtains burning for long period of time! Be sure all party lights are off when no one is present.

14. Hold harmless FOP Lodge number 17, it's officers, employees, agents and representatives from liability in any way for any damages caused by personal injury or death to any person or to any personal property of user or to any person while on the premises; indemnify, defend and hold the FOP Lodge number 17 Harmless from and against all claims, demands, suits and judgments, including without limitations all costs asserted by the user or any other person for loss damage, or injury to any person, property



Northeast Lodge 17

or estate caused by accident or otherwise resulting or accruing by reason of occupancy and the use of the premises.

The FOP will:

1. Make the facilities available for a 24-hour period.
2. Reserve the right to refuse reservations.
3. Terminate any event whose participants violate any of the conditions of the event.
4. Refund users donation, less any expenses incurred by the lodge in connection with user's event, if the lodge terminates the event.



Northeast Lodge 17

Checks for the donation should be made out to:

FOP/Lodge 17

C/O The Beaches Realty Group

2320 3rd St. South, Suite 11

Jacksonville Beach, FL 3220

Contact one of the following for reservations or to make an appointment to see the FOP Lodge.

Kathy Karr-Garcia (904) 290-1232, Cell (904) 993-8614

Barbara Galvin (904) 962-7766 (Do not leave msg. she doesn't check them)

User information

Signature : _____ Date _____ / _____ /20__

Name : _____ (Please print)

Address: _____

Phone: Home Work Cell other

Purpose: _____ Number of guests: _____

No. of tables needed: _____ Time of the event: _____ A.M. / P.M.

No. of chairs tables needed: _____ Plan to use the Stove ? YES / NO

FOP Representative

Signature : _____ Date : _____ / _____ /200__

Name : _____

(Please Print)



Northeast Lodge 17

INSTRUCTIONS FOR USING THE FACILITIES

You will be issued a key to unlock the gate; this key is to be returned along with the lodge key.

THE GUARD GATE CLOSSES AT 8PM, GUESTS CAN TELL THE ANSWERING SERVICE THEY ARE GOING TO THE FOP. THERE ARE DIRECTIONS ON THE KEY PAD FOR THE SERVICE.

THE KEY FITS THE DEAD BOLTS ON THE THREE FRONT DOORS. WHEN LEAVING AND NOT RETURNING, LOCK ALL DOORS, TAKE THE KEY BACK TO WHERE YOU PICKED IT UP AND LOCK THE BACK DOOR BEHIND YOU.

THE LIGHT SWITCHES BY THE PANEL BOX ARE "ON" WHEN PUSHED TOWARD THE KITCHEN. ALL SWITCHES SHOULD BE POSITIONED AWAY FROM THE KITCHEN WHEN LEAVING AND LOCKING UP. THE A/C UNITS ARE CONTROLLED BY TWO TIMERS. ONE IS BY THE RESTROOM DOOR AND THE OTHER BY THE UTILITY CLOSET. TWIST THE TIMERS TO TURN ON THE UNITS. THEY WILL RUN FOR ONE HOUR AND SHUT OFF. YOU MAY TWIST THEM BACK UP AT ANY TIME TO KEEP THEM ON. THE

THE DRINK BOX AT THE BAR, THE FREEZER ON THE BACK PORCH AND HALF OF THE REFRIGERATOR IN THE KITCHEN MAY BE USED.

THE STOVE:

BE SURE ALL KNOBS ARE IN THE OFF POSITION BEFORE TURNING ON THE GAS!
LIGHT ALL TEN (10) PILOT LIGHTS.

THERE ARE SIX (6) PILOT LIGHTS, UP FRONT, UNDER THE FLAT GRILL ON THE RIGHT SIDE. THERE ARE THREE (3) ON TOP OF THE STOVE AND ONE (1) IN THE BOTTOM OF THE OVEN.

PLEASE TURN THE GAS OFF AT THE TANK WHEN YOU ARE FINISHED. (BEHIND THE BUILDING GO OUT THE KITCHEN DOOR)

PAPER GOODS, GARBAGE BAGS, BROOMS, ETC. ARE IN THE UTILITY CLOSET, MOP AND BUCKET ON THE BACK PORCH

DO NOT MOVE POOL TABLE OR TABLES OFF OF THE PORCH

PUT GARBAGE IN THE DUMPSTER & DO NOT LEAVE ANY ON THE PORCHES

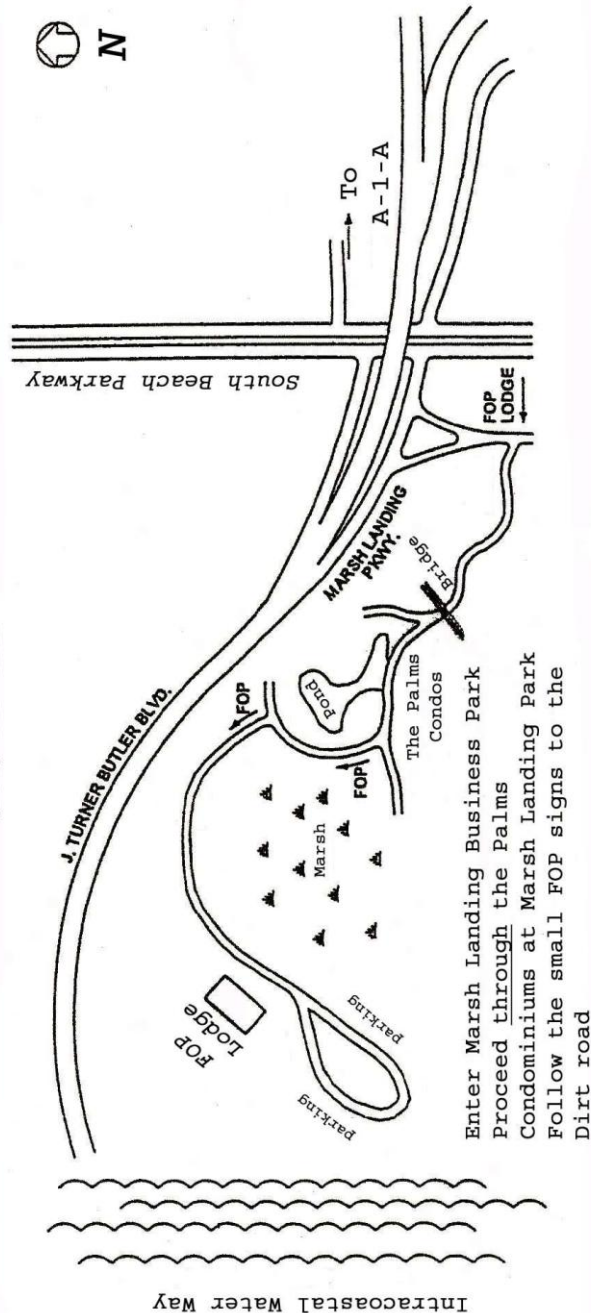
WHEN LEAVING TURN OFF LIGHTS & FANS LOCK ALL DOORS AND THE GATE.

NOT RESPONSIBLE FOR ITEMS LEFT AFTER NOON FOLLOWING THE EVENT.



Northeaster Lodge 17

1 Sawgrass Road, Marsh Landing Park
 P.O. Box 51140 Jacksonville, FL 32240
 (904) 249-8543



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 Post Office Box 51140 Jacksonville, FL 32240
 (904) 249-8543



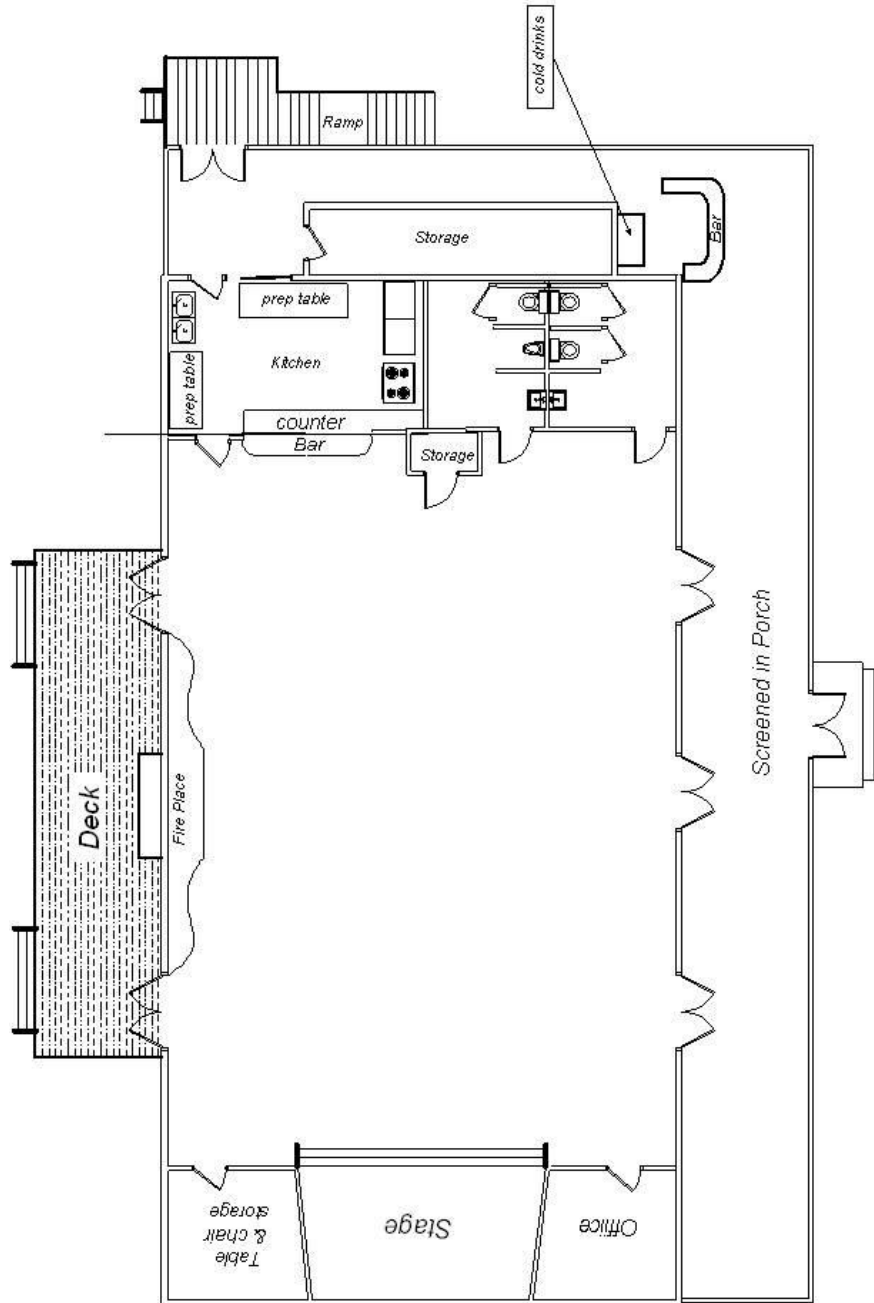
Northeaster Lodge 17

DO'S AND DON'TS

- 1) Do not block doors, that is a major Fire Hazard
- 2) Unlock front doors East Side during events (these doors must be opened with a key.)
- 3) Do not leave the party lights on the stake behind the sheer curtains burning for long periods of time
- 4) Be sure all party lights are off when no one is present!



Northeaster Lodge 17



Fire code states that occupancy will not exceed 326 people

There are 100 chairs and 18 (eight foot) tables available for your use