



# FAMILY FUNCTION REQUEST FORM

TO: Board of Officers of \_\_\_\_\_ Lodge No. \_\_\_\_\_

FROM: \_\_\_\_\_ MID: \_\_\_\_\_

I hereby request rental/usage of the lodge hall for the following family function: (circle as appropriate) Wedding - Wedding Reception - Birthday Party - Anniversary Party - Reception - Bridal Shower - Baby Shower - Bachelor Party Family Reunion For Immediate Family - Other legitimate family function : \_\_\_\_\_

*Note: Other than legitimate family functions by members, all rentals or letting of the lodge hall involving participation by non-members requires a dispensation from the Chief Compliance Office.*

DATE: \_\_\_\_\_ HOURS: \_\_\_\_\_

NAME OF IMMEDIATE FAMILY MEMBER FUNCTION BEING HELD FOR:  
\_\_\_\_\_

RELATIONSHIP TO MEMBER \_\_\_\_\_

**I UNDERSTAND THAT IN ACCORDANCE WITH THE GENERAL LAWS OF THE LOYAL ORDER OF MOOSE, THE APPROVAL OF THIS REQUEST IS SUBJECT TO THE FOLLOWING RESTRICTIONS:**

1. The social quarters shall be closed to non-members.
2. There shall be no cash bar.
3. I must pay for all food, beverages and other financial obligations generated by this function.
4. Non-members may not make any purchases or spend any money in the lodge.
5. The lodge shall furnish a bartender (if a bartender is used) who shall have complete control of the dispensing of beverages.
6. An officer or lodge employee will be present at all times who shall be responsible for maintaining decorum.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date

Action by the Board of Officers:

\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
NOT APPROVED

\_\_\_\_\_  
President

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

Copy to:

Member  
Calendar Scheduling  
Social Quarters Manager  
Board of Officers' Minutes

Reason(s) for disapproval:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_