



**Please allow at least 4 to 6 weeks for the qualification process.**

The following information must be submitted prior to being approved to rent a building to qualified organizations licensed to conduct bingo:

1. Proof of ownership of the building or a copy of your lease or rental agreement with the building's owner.
  - a. If owned by a corporation, a copy of the complete filed Articles of Incorporation. If doing business under a name other than your corporate name, a copy of the filed Certificate of Assumed Name.
  - b. If owned by a partnership, a copy of the partnership agreement filed with the county clerk.
  - c. If owned by an individual (or partnership) and doing business under a name other than your individual name(s), a copy of the Certificate of Persons Conducting Business Under Assumed Name filed with the county clerk.
2. A list of names of all employees of the hall and their job titles.
3. A copy of the floor plan for the hall.
  - a. The floor plan shall indicate the location and size of the secure office space. *A minimum of 100 square feet is required.*
  - b. The floor plan shall also indicate the location and size of the secure locked storage that will be provided to each bingo licensee. *A minimum of 36 cubic feet of separate secure locked storage must be provided to each bingo licensee.*
4. A copy of the proposed rental agreement that the bingo licensees will sign. Rental agreements should expire on the last day of February.
5. The appropriate fee. The annual fee is \$50 per bingo occasion that will be conducted at your hall during a 7-day week, (this includes your own and related games).

Example: If you conduct your own bingo game at the hall and intend to rent out to seven other bingo licensees, which would be a total of eight bingo occasions, the annual license fee would be \$400. No more than 14 bingo licenses shall be issued at any one location per week.

Once these documents are approved, the hall will be evaluated by your local inspector. If the hall satisfactorily passes this evaluation, a Hall License will be issued to you. This license must be posted at the hall in a conspicuous location.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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Hall rule R432.22001(2) states: "The hall license application shall include additional information as directed by the bureau."