

Marys River Grange Hall Member Rental

Marys River Grange
P.O. Box 1301,
Philomath, OR 97370

marysrivergrange@gmail.com
Marysrivergrange.org
Rental Cell Phone: 541-910-5070

Building Location: 24707 Grange Hall Rd. – No Mailbox at this address.

Rental Procedure

Step 1: Read the following rental agreement. You must read the non-member rental agreement for Frequently Asked Questions and information about the Hall. There is important information regarding larger sized rentals (placing no-parking signs) and parking, so please also read that document.

Step 2: Check the rental calendar at marysrivergrange.org for availability of preferred date(s).

Step 3: Contact a rental representative at marysrivergrange@gmail.com or **541-910-5070**.

Step 4: Fill out pages 3 - 5 of the member rental agreement. Members are not required to pay a security deposit in advance, but they are responsible for damage to the Hall, failure to clean the Hall, and failure to observe the rental rules. Additional funds may be requested, or rental privileges curtailed if the member is found in violation. A Pre-cleaning is not provided, unless requested, and there is a \$50 additional fee for this service. Upon completing the rental agreement, send the rental contract to reserve the date. The rental fee (\$50) is due 30 days prior to the scheduled event. Members **MUST** attend three meetings, or three events to help work, to qualify for two member rate rentals per year.

Mail the member rental agreement and rental fee to:

Marys River Grange
PO Box 1301
Philomath, OR 97370

Or schedule to meet a Grange representative to pay cash.

After verbal or email commitment to a rental, the date will be held for five days. If the renter does not submit the rental agreement (and rental fee if within 30 days) within five days, the date will NOT be reserved. (We are not responsible for receiving mail on time.)

Step 6: Check the calendar at marysrivergrange.org for confirmation. The date is now reserved. If your event is listed on the calendar as "Pending" we have not yet gotten your contract and/or payment.

Step 7: The week of your event, schedule with a Grange representative to pick-up a key on the morning of your event. Have a great time, be safe, respectful, and responsible.

Step 8: After your event, clean the hall according to the cleaning and closing procedure.

Step 9: Put the key in the drop box before 8 am the following day.

What happens if the Hall is damaged, traces of alcohol use were found for an event specifying No Alcohol Use, or the Hall was not cleaned properly?

Unlike a public rental, we do not request a security deposit. This is the tool we use to enforce good conduct from public renters. As a member who has earned the privilege to rent at a discounted rate, we expect you to respect the Hall and our procedures. Using alcohol without liability insurance puts the Grange at serious financial risk. Violations may result in loss of rental rate privilege, from a year to permanently, depending on severity and frequency, as well as a financial request from you to help repair damage or to clean, when necessary. You can avoid all this by following the proper procedures.

How do I earn the rental rate discount?

You must attend three meetings, or work at three Grange events to qualify. This entitles you to two rentals at member rates, which is \$50.

Wireless Internet is available for member use.

Heating: The Grange Hall is heated in the winter months by a wood stove in the upper hall and a wood furnace in the basement. The renter is responsible for managing the wood stove/furnace for their event. Prior to the event, a Grange Hall member will review the operations of the stove/furnace with the renter to ensure they are operated safely. If for any reason the renter is uncomfortable in how to operate them, for a donation of \$25 to the Grange, a Grange member will start and manage the fires up until the start of your event, pre-heating the Hall. Once the event starts, the renter would be responsible for managing the stove/furnace at the desired heat level.

Marys River Member Grange Hall Rental Agreement

Preferred Rental Date(s): _____

(Check in at 8 am and turn in keys before 8 am the following day.)

Today's date: _____

Brief Description of Event: _____

Event start time: _____

Please list three meetings you attended, or three events you worked. This is required for the member rental rate.

1. _____

2. _____

3. _____

Approximate number of people that will attend the event: _____

Renter Name: _____

Individual ___ Organization ___

Phone: _____ Phone: _____

Street Address: _____ City _____ State _____

Zip Code _____

Email: _____

Preferred Contact Method ___ Phone or ___ Email

Alcohol Use Agreement

No alcohol will be served or consumed.

I _____ (name of renter) declare that there will be no alcohol consumed during the event on _____ (date). I will not serve alcohol, and I will make sure none of my guests and participants of the event will serve and/or consume alcohol on the premises of Marys River Grange.

Signature of the Renter _____ Date _____

Alcohol will be served.

If you wish to serve alcohol during the event you MUST abide by the following:

- You must use a LICENSED and INSURED company (caterer, winery, brewery, etc.) to serve the alcohol. An individual with an alcohol server's license does NOT meet this requirement.
- Mary's River Grange must approve that company.
- The serving company must name Mary's River Grange #685 as additional insured for the day(s) of the event on their liability insurance of no less than \$1,000,000.00. You must submit a copy of that certificate.
- You must submit a copy of the server's OLCC license.
- Sufficient food and non-alcoholic beverages must also be served.
- Marys River Grange reserves the right to end alcohol service and/or the event at any time if alcohol consumption exceeds responsible usage.

Signature of the Renter _____ Date _____

The following companies are examples of those willing to serve alcohol at the Marys River Grange Hall. These are suggestions and not a complete list of local licensed and insured companies. The renter is free to contract service from any company that meets the above requirements. It is the renter's responsibility to contact and schedule alcohol service.

Squirrel's Tavern

541-753-8057

Squirrel@peak.org Attn: Greg Little

2 Towns Ciderhouse

Aaron (541) 357-8301

Aaron@2TownsCiderhouse.com

Tyee Winery

(541) 753-8754

El Sol de Mexico

Bernardo 541-730-1355

Rental Fee and other Fees

All rentals scheduled within 30 days of the event date must pay with cash or cashier's check. All charges can be paid with a single check, which will be cashed before the event. Your deposit will be returned with a check from Marys River Grange.

\$50 per day

____ check with check # _____ or ____ cash paid on _____(date)

Pre-Cleaning (\$50)

____ Yes, I would like the Hall cleaned before my rental

Please make checks payable to "Marys River Grange". There will be a \$30 fee for all returned checks.

Please remember, Marys River Grange is a non-profit organization run by volunteers. Please be respectful, responsible, and safe.

It is the renter's responsibility that the Grange Hall is not used in any way that would cause harm, injury, or damage to persons or property. The renter is responsible for using the Grange Hall only in a way that obeys the law, ordinances, and government regulations. The renter shall indemnify and hold harmless the Marys River Grange and all parties affiliated with Marys River Grange from any and all liability for any and all claims arising out of injuries or damages caused by any act or omission of the Renter, Renter's guests, or any other party involved in usage of the Marys River Grange Hall.

The Grange Hall premises may be inspected by a Marys River Grange representative at any time during the rental period. If a Marys River Grange representative sees any activity prohibited by the rental agreement, the Marys River Grange reserves the right to stop the event, and the renter and renter's guests agree to vacate the premises immediately.

I _____(name of renter) have read, completed and agree with the Marys River Grange Hall Rental Agreement and Alcohol Use Agreement and state it accurately represents the rental.

Signature of the Renter: _____ Date: _____

Cleaning and Closing Procedure

___ Bathrooms:

- Check to make sure all water and lights are turned off.
- Remove trash.

___ Garbage:

- Collect garbage, and put it in the large trashcan outside the exterior door near the bathrooms.
- **If garbage from your event exceeds the capacity of the single trash can, you must take the excess garbage with you.**

___ Floors:

- Sweep with push rag broom. Do NOT mop.
- Spot spills should be cleaned up with damp mop.

___ Kitchen:

- Make sure stove and oven are off.
- Empty refrigerators.
- Wipe counters and range surface, and clean sink.
- If food spills in oven or microwave please wipe clean.

___ Tables and chairs:

- Return to the storage area. Please do not drag any furniture or equipment on the floor.

___ Lights:

- Make sure all lights are turned off.

___ Woodstoves:

- Make sure firebox doors are shut
- Leave upstairs stove fan on, switch fan control on power cord to "Auto".
- North room and downstairs furnace can be left alone to burn out.
- Leave ceiling fan on if woodstoves have been in use.

___ Doors and Windows:

- Lock all the doors, push doors to be sure they are latched, and shut all windows.

___ Outside:

- Pick up litter in the parking lot or on the grass.
- Close the gate, and fasten with rubber cords

___ Key:

- Lock door, Leave key in drop box in the entryway before 8 am, and shut the locked door.

Please be kind and clean anything you see that needs to be cleaned.

Member Rental agreement version 2023 V1