

Marys River Grange Hall 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 and frequently asked questions.

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: Schedule a tour of the Grange Hall, if desired.

Step 5: Fill out pages 5 - 7 of the rental agreement. Upon completing the rental agreement, include payment of the \$500 security/cleaning deposit to reserve the dates for the scheduled event. The security/cleaning deposit is not refundable if a cancellation occurs within 30 days of the scheduled event. The rental fee (\$500/day for Friday and Sunday; and \$150/day for Monday - Thursday) is due 30 days prior to the scheduled event. If the scheduled event is within 30 days of the applicant, then both the security deposit and rental fee need to be paid to reserve the date.

Mail the rental agreement, rental fee, and security deposit 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, rental fee, and security deposit 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 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.

Step 10: The week after your event, you will receive a follow up phone call or email from a Grange representative to discuss your security deposit. The security deposit will be returned in full to the renter within one week after the event if:

- The Grange Hall was cleaned appropriately and furniture is returned to the proper places .
- There was no damage to property or neighboring properties.
- The key was returned on time.

● There was no other violation of the rental agreement.

Frequently Asked Questions

Can I set up the day before or clean up the day after my event if the Grange Hall is not rented?

If you need extra time to set up or clean up, you will need to rent another full day of use. Access to the building the evening before, after 7 PM, can be arranged for \$150 additional charge.

If I join the Grange, can I rent the Grange Hall for less than the standard rental rate?

Active Grange members are allowed to rent the Grange twice per year for \$50. To be an “active member” you must have been a paid member (\$55 per year) and you must attend some combination of at least three monthly Grange meetings or work parties.

I represent a worthy organization or cause. Can I rent the Grange for less than the standard rental rate?

The Marys River Grange is a not-for-profit organization, and our rental fees help pay utilities, facilitate our charitable activities, and maintain and upgrade the building. The Marys River Grange sponsors several community events per year, but aside from those, all others must pay the full rental rate.

Can I reserve a date for a Grange Hall rental for a while before paying the full rental fee or security deposit?

After a verbal commitment to a rental, the Grange will hold the date for you for up to five days. If we do not receive your rental agreement, rental fee, and security deposit after five days, the date becomes available to other potential renters.

Am I allowed to serve alcohol at my private event held in the Grange Hall?

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

Renters must use one of the two options listed below to ensure appropriate insurance licensing documentation are met:

1. Use of a licensed and insured company (caterer, winery, brewery, etc) to provide and serve the alcohol with a licensed OLCC server, or;
2. Use of a “Special Events Insurance” policy, acquired by the renter, allowing the renter to provide the alcohol for the event, using a licensed OLCC server to serve the alcohol.

With either of these options, the insurance policy must list as additional insured for the day(s) of the event, of no less than \$1,000,000.00 in coverage, the following:

1. OLCC servers name
2. Marys River Grange #685
3. Oregon State Grange

Why was my Security Deposit not returned in full?

If a rental specifying no alcohol leaves any indication of alcohol use, the entire deposit will be forfeit. Marys River Grange contracts with a cleaning service. **If the Hall floors, kitchen or bathrooms are left dirty, there is a \$250 deduction for paying the cleaners.** Any additional work – returning furniture, cleaning the grounds of trash, removing food from bottle deposit container, cleaning chairs, walls or tables, is charged at \$25 per hour. Damage to the Hall or equipment is charged time and materials as appropriate, and **unauthorized use of any Grange only areas or equipment (including Junior materials) is not allowed** and will be charged at the discretion of the post-rental inspector.

If you want your Deposit returned in full, it's easy – leave the Hall as you found it.

Marys River Grange Hall Facilities and Use

Main Hall – with a capacity of 122 seated at tables, or 260 seated or standing
2,000 sq. ft. wood dance floor
200 sq. ft. stage
20 (5 folding) six-foot, white rectangular folding tables (no table cloths)
2 island countertops
1 wooden rolling altar table
Several card tables
120+ chairs
8 upholstered pews around the perimeter
1 small electric heater
2 wood furnaces with firewood

The main hall does NOT have a sound system or air conditioning.

No Open Flames such as Candles, Oil Lamps, or Torches.

No Stiletto Heels as these damage our soft wooden floor.

Do NOT damage the floor with improper footwear or dragging furniture.

Do NOT move any wall hangings.

Do NOT use confetti, rice, birdseed, etc. anywhere on the property, inside or out.

Do NOT use nails, staples, glue, tape, or any other means of decorating that may damage Grange Hall walls. **Blue masking tape which does not leave adhesive residue may be used in the hall if it is removed afterward.**

Do NOT bring any pets on the premises. (Service animals are okay.)

Do NOT smoke inside the building.

Do NOT exceed maximum capacity of 122 seated at tables, or 260 standing or with chairs only, unless prior special arrangements have been made with the Grange and the Fire Department.

Do NOT post signs or banners on the outside of the building.

Kitchen

2 electric oven/range
1 refrigerators (household size)
1 two-basin sink
Cleaning supplies

Dishes and silverware are NOT available during rentals.

Bathrooms

2 unisex, single-toilet bathrooms wheelchair accessible, but not ADA.

North Room – with an additional capacity of 50 seated at tables, or 110 seated or standing

2 pews
1 woodstove
4 large mirrors

Wireless Internet is available for additional charge at various speeds

Our service is only activated at renter request. The charges are:

Basic: Browse the web, watch YouTube, hang out with friends on Facebook
Recommended Devices: 2, Max download: 3 Mbps **\$40**

Standard: Designed for standard definition video streaming services.
Recommended Devices: 3, Max download: 8 Mbps **\$60**

Enhanced: Designed for high definition (720P and 1080P) video streaming content.
Recommended Devices: 4, Max download: 12 Mbps **\$70**

Gaming: Low latency, high bandwidth account for the dedicated gamer.
Recommended Devices: 5, Max download: 20 Mbps **\$100**

Extreme: Designed for users who need the fastest of speeds.
Recommended Devices: 6, Max download: 40 Mbps **\$150**

Parking Lot/Grounds

Capacity: 45-50 cars if parking is supervised and tightly spaced, 30 or less if parking is willy-nilly. There is room for 15 additional vehicles at road edges just outside the Hall by the gate and the Greasy Creek bridge.

Do NOT park in the Greengable Gardens parking lot or enter the Greengable Gardens fields. Renters are responsible for where their guests park and their behavior. **Guests parking in the Greengable Gardens parking lot may be towed at the owner's expense, and the renters will forfeit their security deposit.**

If the renter is hosting a large event, with the possibility of more than 45-50 cars, the renter is responsible for placing "No Parking" signs at 3 private property locations on Grange Hall Road. The signs and a map of the locations will be provided by the Grange. The renter is responsible for returning the signs at the end of the event.

Children must be supervised by an adult at all times, and not allowed backstage or downstairs.
Do NOT park in the grass.

Do NOT light fireworks or any other combustibles.

Do NOT leave litter in the parking lot or on Grange grounds.

Do NOT cross the marked property line onto the neighbor's property.

There is NO access to the creek from the Grange property. Do NOT cross neighboring property to get to the creek.

Accessing areas reserved for Grange use only, or using Grange equipment without permission may result in the **forfeiture of the security deposit.**

Allowed areas are:

Accessing the Electrical panel behind stage left to turn Cadet Heater on/off.

Accessing the switches behind stage right to turn ceiling fan on/off.

Use of cleaning supplies and equipment in yellow cabinets.

Accessing the basement furnace and firewood.

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.

Violations of the rental agreement may result in a full forfeiture of the security deposit.

Marys River 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: _____

Approximate number of people that will attend the event: _____

Renter Name: _____

Individual ___ Organization___

Phone: _____ Phone: _____

Street Address: _____ City _____ State _____

Zip Code _____

Mailing Address (*where the Grange will send a returned deposit check, if clean-up is done well*):

Address: _____ City _____ State _____

Zip Code _____

Email: _____

Preferred Contact Method ___ Phone or ___ Email

Additional Contact

Name: _____

Phone: _____

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 be served and/or consume alcohol on the premises of Marys River Grange.

Signature of Renter _____ Date _____

_____ **Alcohol will be served during the event on _____(date).**

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

Renters must use one of the two options listed below to ensure appropriate insurance licensing documentation are met:

3. Use of a licensed and insured company (caterer, winery, brewery, etc) to provide and serve the alcohol with a licensed OLCC server, or;
4. Use of a "Special Events Insurance" policy, acquired by the renter, allowing the renter to provide the alcohol for the event, using a licensed OLCC server to serve the alcohol.

With either of these options, the insurance policy must list as additional insured for the day(s) of the event, of no less than \$1,000,000.00 in coverage, the following:

4. OLCC servers name
5. Marys River Grange #685
6. Oregon State Grange

Copies of the insurance certificate and OLCC servers license shall be provided 30 days prior to the event.

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 use.

Signature of Renter _____ Date _____

The following are examples of companies that have been contracted 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.

2 Towns Ciderhouse
El Sol de México
Forks and Corks Catering

Squirrel's Tavern
Tyee Winery

Rental Fee and Security Deposit

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.

\$500 per day (Fri-Sun) or \$150 per day (Mon-Thur)

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

Wireless Internet additional charge for activation (one time charge per rental) Service description pg 4

____ Not Needed ____ \$40 ____\$60 ____\$70 ____\$100 ____\$150

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

\$500 refundable security deposit (not refundable within 30 days of the event if event canceled)

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

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 and agree with the Marys River Grange Hall Rental Agreement and Alcohol Use Agreement

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.

Rental agreement version 2022 V7