



Fairmount Grange #252

GRANGE HALL RENTAL PACKET

CONTACT INFORMATION

MICHAEL DICKASON, PRESIDENT

PHONE: 541-207-2105

Email: president@fairmountgrange.org

LYLE UTT, VICE PRESIDENT

(541) 361-8515

EMAIL: VICEPRESIDENT@FAIRMOUNTGRANGE.ORG

**CORA DICKASON, SECRETARY
& BUILDING RENTALS**

PHONE: 541-704-0220

**VALERIE DICKASON, KEY CONTACT
& BUILDING MAINT**

PHONE: 541-207-2106

Email: rentals@fairmountgrange.org

PLEASE FILL OUT THE FOLLOWING AGREEMENT, SIGN IN ALL PLACES HIGHLIGHTED IN YELLOW AND RETURN IT WITH YOUR DEPOSIT TO THE FOLLOWING:

**MAKE CHECK OR MONEY ORDER PAYABLE TO: FAIRMOUNT GRANGE #252
AND SEND IN CARE OF: PO Box 2656
ALBANY, OR 97321**

TO ARRANGE FOR KEYS TO THE GRANGE; PLEASE CONTACT VALERIE DICKASON @ 541-207-2106

FOR ANY EMERGENCIES WHILE RENTING THE GRANGE PLEASE CONTACT MICHAEL DICKASON @ 541-207-2105.

*******FAIRMOUNT GRANGE IS NOT WHEELCHAIR ACCESSIBLE OR HANDICAPPED FRIENDLY*******

RENTER PLEASE KEEP FOR YOU RECORDS



Fairmount Grange #252

GRANGE HALL USE & HOLD HARMLESS AGREEMENT ~PLEASE PRINT~

FAIRMOUNT GRANGE #252 located at: 835 North Albany Rd NW Albany, OR 97321

Hereafter referred to as Owner or Fairmount Grange

AND

Name of Individual, Group, or Organization: _____

Name of Authorized Representative: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Day Phone: _____ Evening Phone: _____

Email: _____

Hereafter referred to as "USER" or "Renter"

Hereby agree to the following: To USE the above named Grange Hall;

SOLELY FOR THE PURPOSE OF: _____

This is a **SINGLE USE** event

commencing at _____ on ___/___/___,

and ending at _____ on ___/___/___.

This is a **RECURRING USE** event

commencing at _____

and ending at _____

on _____. (Please enter when the recurring event will happen; for example, every Friday.)

Recurring use may not exceed 12 months. The Grange may, at its discretion, review all Recurring Use Rental Agreements at regular intervals. Payments for all recurring use rentals needs to be made at the beginning of the month for the rental dates for that month.

FAIRMOUNT GRANGE RESERVES THE RIGHT OF FIRST PRIORITY IN THE USE OF THE GRANGE HALL AND THE GRANGE PROPERTY.

*****FAIRMOUNT GRANGE IS NOT WHEELCHAIR ACCESSIBLE OR HANDICAPPED FRIENDLY*****

RENTER PLEASE KEEP FOR YOU RECORDS



Fairmount Grange #252

PLEASE MAKE A COPY FOR YOUR RECORDS & RETURN TO FAIRMOUNT GRANGE

GRANGE HALL USE & HOLD HARMLESS AGREEMENT PAGE 2

RENTAL FEE:

- Renter shall pay a \$150.00 damage, cleaning and security deposit. This deposit shall be paid at the time the rental agreement is returned to the Secretary as a deposit to hold the Grange Hall for the Date(s) requested. This Security deposit is refundable at the end of the rental of the Grange Hall as long as Grange Building and Property are left in a clean and "as found" condition.
 - **GENERAL USE:** THE RENTER AGREES TO PAY \$150.00 PER DAY FOR RENTAL OF THE GRANGE HALL AND GRANGE PROPERTY.
 - **NON PROFIT:** THE RENTER IS A NON-PROFIT CORPORATION, GROUP OR ORGANIZATION AND REQUESTS THAT ALL OR A PORTION OF THE RENTAL FEE BE WAIVED.
 - **RECURRING RENTAL:** THE RENTER AGREES TO PAY \$_____ PER DAY RENTAL
1. Payment of rent for one time users shall be prior to or when keys are picked up for the Building.
 2. Payment of rent for Recurring Users will be due and payable on the first of the month for all rental dates occurring in that month (Statements will not be sent).

Cancellation Charges:

In the event that you have to cancel your reservation, refunds will be made as follows.

- Cancellation more than 30 days prior to reservation date:
 - Rental Fee--100% refund
 - Deposit --100%
- Cancellation 30 days or less prior to reservation date:
 - Rental Fee--100% refund
 - Deposit--No Refund

EXCEPT MAJOR HOLIDAYS (Memorial Day Weekend, 4th of July, Labor Day Weekend, Thanksgiving Day, Christmas Eve, Christmas Day, or New Years Eve.) Refunds will be made as follows.

- Cancellation more than 60 days prior to reservation date:
 - Rental Fee--100% refund
 - Deposit--100% refund
- Cancellation 60 days or less prior to reservation date:
 - Rental Fee--100% refund
 - Deposit--No Refund

For all recurring users where the rental falls on a major holiday. Cancellation of Rental Must happen 60 Days Prior to the Holiday or you will be liable to pay us the rental fee for that day. Failure to comply will result in termination of Recurring Rental Agreement.

RENTER PLEASE KEEP FOR YOU RECORDS



Fairmount Grange #252

GRANGE HALL USE & HOLD HARMLESS AGREEMENT PAGE 3

TERMS & CONDITIONS

READ THE FOLLOWING TERMS & CONDITIONS, THEN INITIAL THE CORRESPONDING LINE

- 1: Yes _____ **PURPOSES:** The Grange Hall shall be used solely for the Purpose stated in the attached application and renter shall not use or allow use of the Grange Hall or its premises for any other purpose, or in violation of any law, ordinance, or governmental regulation, or for any purpose or in any manner hazardous to the Grange Hall or unsafe to any occupants.
- 2: Yes _____ **CONDITION:** Renter acknowledges the they will examine the Grange Hall and its premises at the beginning of their rental, and if they do not contact a representative of Fairmount Grange; they are satisfied with the condition thereof and relies completely upon such examination, and not upon any representation or promise of representatives of Fairmount Grange, in renting the Grange Hall. In the event that renter is not satisfied with the Grange Hall they are required to notify one of the persons on the contact sheet attached; to let them know what the issue(s) is/are. It is at the discretion of the contacted member on whether or not they will come to the Grange Hall and inspect it for the problem(s) or if they will just record it so the Renter is not held responsible when the Grange is inspected after the Rental period.
- 3: Yes _____ **RESPONSIBILITY FOR CONDUCT:** Renter shall maintain order throughout the rental period and shall not engage in or allow others to engage in any event or conduct in the Grange Hall or on its premises which may cause harm, injury, or damage to persons or property.
- 4: Yes _____ **LICENSES, PERMITS AND INSURANCE:** Renter shall secure from the public agencies having jurisdiction any Licenses, Permits or Insurance required as to any activity or purpose for which the Grange Hall or its premises are to be used, and shall pay any cost of fee required for such License, Permit or Insurance.
- 5: Yes _____ **RETURN OF GRANGE HALL:** Upon expiration of the rental period Renter shall return the Grange Hall and its premises to representatives of Fairmount Grange in the same condition as at the commencement of the rental period, subject to such wear and tear thereof as may reasonably be anticipated to result from the above specified use by the Renter.
- 6: Yes _____ **DAMAGES:** If upon completion of the rental period; use of the Grange Hall by Renter results in failure to clean or damage to the Grange Hall, fixtures or any of its contents furnished by Fairmount Grange, the Renter shall be liable to the Fairmount Grange for the cost of such cleaning or damage. The Fairmount Grange shall apply the Damage, Cleaning & Security Deposit referred to above, up to the amount of such cleaning and damage, toward payment of such cleaning and damage; and if the amount of cleaning or damage exceeds the amount of such deposit, the Renter shall pay the Fairmount Grange the amount of such excess promptly upon demand by Representative of Fairmount Grange. If Renter fails to pay such excess amounts when so demanded and Fairmount Grange brings suit against Renter to recover the same, in addition to any amount awarded Fairmount Grange by the Court for such damages, Fairmount Grange shall be entitled to be awarded its costs and reasonable attorney fees in such suit. Fairmount Grange shall promptly return to Renter any portion of such Damage, Cleaning & Security Deposit which is in excess of damage, if any, to the Grange Hall and contents so resulting.
- 7: Yes _____ **HOLD HARMLESS:** Renter shall defend, indemnify, and hold Fairmount Grange harmless with respect to any and all claims and demands which may arise at any time out of the use of the Grange Hall by Renter.

RENTER PLEASE KEEP FOR YOU RECORDS



Fairmount Grange #252

GRANGE HALL USE & HOLD HARMLESS AGREEMENT PAGE 4 TERMS & CONDITIONS (CONTINUED)

8: Yes _____ **CANCELLATION:** In the event that the Renter violates any terms of this Agreement and/or the attached documents, or misrepresents the type of activity for which the facility was rented, the Representatives of Fairmount Grange has the following nonexclusive rights and options: A) to cancel the event in progress, B) demand additional payment per rental schedule plus a 50% penalty, C) bar Renter from future use of the Grange Hall, D) collect for damages from the Renter. E) Retain all or a portion of the deposit.

9: Yes _____ The Grange is a **Non Smoking Facility**. **No Smoking** is allowed outside the building within 10 feet of an exterior door in accordance with State of Oregon Law. Smoking is allowed outside but please dispose of the waste safely and properly; please do not throw them on the grounds or in the parking lot.

IF YOU OR YOUR GUESTS SMOKE INSIDE OF THE PREMISES OR THE PARKING LOT OR GROUNDS (INCLUDING CITY SIDEWALKS IN FRONT OF GRANGE PROPERTY) ARE NOT CIGARETTE WASTE FREE THEN THE MANAGEMENT OF FAIRMOUNT GRANGE HAS THE RIGHT TO RETAIN ALL OF THE SECURITY DEPOSIT.

10: Yes _____ In accordance with the By-Laws of the National, State and Fairmount Grange; we do not permit the use of **DRUGS** or **ALCOHOLIC BEVERAGES** in the Grange Building or on the premises.

IF DRUGS OR ALCOHOL ARE USED BY YOU AND/OR YOUR GUESTS ON FAIRMOUNT GRANGE PROPERTY THE MANAGEMENT OF THE GRANGE HAS THE RIGHT TO RETAIN ALL OF THE SECURITY DEPOSIT.

11: Yes _____ No **FOOD OR DRINKS** shall be allowed upstairs, due to the finish of the hardwood floors. Wet mops will damage floor.

12: Yes _____ All loud noise must end by 10:00 pm. Any complaints from neighbors for excessively loud noise could make your rental agreement null and void and could result in the loss of your deposit.

13: Yes _____ Return all furniture that has been moved to its original location. No furniture is to be removed from the building. **Do not move the Pianos for any reason.** Do not remove anything from the walls without permission. Do not use staples, tacks, screws, or nails on the walls, floors, ceilings, or any of the furniture.

14: Yes _____ All garbage must be removed from the premises at the end of your rental. Any garbage left on the premises will result in disposal charges.

15: Yes _____ All personal effects and equipment brought to the Grange by the Renter must be removed at the end of the event. The Grange shall not be responsible for loss or damage of personal effects or equipment and may dispose of such abandoned property as it sees fit at the conclusion of the Rental Agreement. Failure to comply may result in additional disposal charges.

16: Yes _____ Thermostat for the furnace heat down stairs is mounted on the far side of the third post. If you want heat upstairs, turn up thermostat mounted by the piano upstairs and engage the damper on the furnace to direct heat upstairs.
At the end of the event please adjust the heat to 55 degrees.

RENTER PLEASE KEEP FOR YOU RECORDS



Fairmount Grange #252

GRANGE HALL USE & HOLD HARMLESS AGREEMENT PAGE 5 TERMS & CONDITIONS (CONTINUED)

17: Yes ____ At the end of the event please turn off all lights in the building and all appliances. (The light at the top of the back stairs should be left on.)

18: Yes ____ At the end of the event close all of the doors upstairs and close the door going from the dining hall to the front stairwell.

19: Yes ____ Children must be supervised at all times. Do not allow children to play on the pianos unsupervised. Do not allow children to play outside unsupervised. Any damage to the plants around the building will result in additional charges.

20: Yes ____ Animals, except those for assistance are not allowed in the Grange Hall. Please clean up after your animal if they are outside the Grange.

21: Yes ____ Upon completion of the event, all facilities and grounds must be restored to their original condition. Clean-up implements are located in the closet at the foot of the back stairs (kitchen).

22: Yes ____ Outside doors to remain unlocked during usage -- Fire Regulation.

23: Yes ____ Fairmount Grange Requires that the USER obtain, at their own expense, and keep in effect during the term of this agreement or any permit required, a **General Liability Insurance** policy covering Bodily Injury and Property Damage WITH MINIMUM LIMITS OF \$500,000.00. The required insurance shall include contractual liability coverage for indemnity provided under this agreement. The amount of coverage shall be the greater of, the value of the building, or as will be determined by the type of exposure. As evidence of this coverage, the USER shall furnish a Certificate of Insurance naming of the Fairmount Grange as Additional Insured.

Policy Number:

Agent Name:

Agent Phone #:

24: Yes ____ Blackberry Junction Addendum (Only needs to be read and initialed by Recurring Renters): I understand that Fairmount Grange has an ongoing agreement with Blackberry Junction and that Blackberry Junction has the right of choice each year for the weeks that they wish to rent the Fairmount Grange. I further agree that during the times that Blackberry Junction has use of the Grange Hall that I will not have possession of the Grange Hall and I will not hold Fairmount Grange or its Representatives Liable. Representatives of Fairmount Grange will give Renter notice of Blackberry Junctions rental intentions as soon as reasonably Possible each year and will notify me at least One Month Prior to me not being able to use the Grange Hall.

RENTER PLEASE KEEP FOR YOU RECORDS



Fairmount Grange #252

GRANGE HALL USE & HOLD HARMLESS AGREEMENT PAGE 6 TERMS & CONDITIONS (CONTINUED)

25: Lock Procedures:

- Restore hall and Kitchen to order.
- Empty garbage pails (kitchen x2, Restrooms x2). Garbage is to be removed from the Premises not disposed of in our Garbage Cans. **THERE IS A \$15.00 FEE EACH FOR THE REMOVAL OF GARBAGE IF YOU USE THE GRANGE GARBAGE CANS OR YOU PLACE GARBAGE IN THE RECYCLING BINS OR YARD DEBRIS CONTAINERS.**
- Check for Personal Items.
- Grange Key is to be left in the match box on post in kitchen. (There is a \$10 charge for unreturned keys.)
- Check to make sure that all windows and doors are locked.
- Leave Power on but turn off all lights.
- Turn off outside light.
- **FAIRMOUNT WILL CHARGE \$25.00 PER HOUR IF WE HAVE TO RETURN THE GRANGE TO USABLE CONDITION AFTER RENTER HAS VACATED.**

I, THE LEGAL REPRESENTATIVE OF THE RENTER, ATTEST THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHED DOCUMENTS, ARE LEGAL AND ACCURATELY REPRESENT THE PURPOSE FOR WHICH THIS REQUEST TO RENT THE GRANGE HAS BEEN PRESENTED. I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS IN THE ATTACHED AGREEMENT.

Legal Representative:

Signed _____ **Date:** _____

Please make a copy for your records and return with payment to: **FAIRMOUNT GRANGE**
PO Box 2656
ALBANY, OR 97321

*******FAIRMOUNT GRANGE IS NOT WHEELCHAIR ACCESSIBLE OR HANDICAPPED FRIENDLY*******

RENTER PLEASE KEEP FOR YOU RECORDS