

Kinton Grange #562
19015 SW Scholls Ferry Rd
Beaverton. Oregon 97007

Short-term Rental Agreement

Rental dates: _____ **Time From:** _____ **To:** _____

Purpose of Rental: _____
(Hall may not be used for any other than the specified purpose)

Adult assuming responsibility for the hall

Name: _____ **Phone:** _____

Address: _____

Employer: _____

Name: _____ **Phone:** _____

Address: _____

Insurance Carrier: _____

Policy Number: _____

Insurance Agent / Phone Number: _____

As renters of the Kinton Grange, we agree with the rules on this and any attached pages of rules.

Treatment of hardwood floors upstairs

- No food or drink will be allowed in the upstairs hall on hardwood floors, including anything in a container.
- No candles are to be used upstairs on wood floor area.
- Shoes worn on dance floor must be suitable for wooden floors: no clogs, cleats, or shoes that make black marks, no wet shoes, or anything that will get the floor wet
- Do **NOT** use ladders outside. They are for the wood floor upstairs **ONLY**. They have pads on the bottom of the legs to protect the wood floor. If pads are damaged do not use the ladders.
- Folding chairs or tables used must be checked to ensure there are caps on the legs, to avoid making marks on the wooden floor.
(All folding chairs removed from the closet must be put back into the closet in the same orderly manner.)
- Do not put any type of metal on the hardwood floors without water proof protection between the metal and the floor.
- Do not put any sharp objects on the floor.
- If floor is damaged in any way, you will lose your deposit.

Food, drink & smoking

- Again - No food or drink will be allowed in the upstairs hall on hardwood floors, including anything in a container.
- No Alcohol what-so-ever will be allowed on the premises.
- No smoking in the hall. If smoking outside, all cigarettes will be put into a container outside--not on the ground.
- No gum is allowed on the premises, even outside, as it has been tracked into the building when left on the ground.

Signage, decorations, etc.

- No connecting of any kind to lights and/or fixtures.
- No nails, screws, staples, tape, etc. are to be used on the interior or exterior of the building, including the walls, furniture or floor.
- Push pins may be used on upper hall walls only and removed from walls after use.
- Push pins are **NOT** allowed in Foyer area and stair area going to the basement, and/or the area in basement by the lift access and handicap restroom area. These areas have new sheet rock. Only TAC 'N Stik may be used in these areas.

Other

- No running in the hall (upstairs or downstairs)
- All paper supplies other than toilet paper and paper towels are the responsibility of the renter.
- No standing or walking on chair and bench cushions.
- No jumping from or onto the stage.
- User shall limit amplified music and/or noise to a level at which an average conversation at three feet can be conducted away from the Grange dance floor -- approximately equivalent to 65dB spl. Under no circumstances should any music or noise be audible from the road.
- Any furniture moved will be returned to its original place. Downstairs tables and benches will be returned to their exact places, unless otherwise requested.
- Do not sit on tables.
- Do not take any of the wooden chairs out of the building.

Cleanup

- The hall will be returned to its pre-rental condition
- The wood floors will be swept with a dust mop (DO NOT use water or any other liquid on the wood floors). The wood floor has a special surface for dancing, and is not protected by varnish. When even small amounts of liquid are used to clean a spot, the wax and therefore the slipperiness of the surface are affected. This can result in serious joint injury to a fast-moving dancer who finds a sudden resistance in the surface.
- All other floors will be swept and wet-mopped if needed.
- All garbage must be collected, including garbage from restrooms. Renter is responsible for removing garbage from the premises.
- Yard area must be cleaned up by renter to remove any paper or debris accumulated as a result of your gathering.

Leaving the Grange

- Make sure both the back and front doors are locked. After locking the front door, try turning the handle to verify it will not open.
- Turn the thermostat down to 55 degrees. Do not change the downstairs thermostat on the kitchen wall from "Auto", or it will blow hot air.
- Turn off all lights. This will put all of the switches in the down position. Make sure the dimmer switches on the stage are all the way down.

Accessibility

The Kinton Grange is committed to providing accessibility to the Hall for all members of our community. Towards this end, the Hall includes a powered lift which provides stair free access to the main upper and lower areas. Any renter who uses the Hall for a function that is open to the public must comply with the following:

- During any time that the hall is open to the public, the lift must be powered on and enabled via the switch at the main entrance to the building, if any persons in attendance are in need of the lift.
- All entrances to the lift, interior and exterior, must be unobstructed or easily unobstructed upon need so that a person using a wheelchair can easily reach the entrance, and enter or exit the lift.
- Pathways at least 3 feet wide must be maintained from the interior lift entrances to the main rooms on each floor and to the accessible downstairs restroom.

Violation of any of the above requirements may result in forfeiture of the cleaning and security deposits and/or advance termination of the event in progress.

Liability: If the use of the Kinton Grange Hall by the renter results in damage to the Hall or any of the contents furnished by the Kinton Grange, the renter shall be liable to the Kinton Grange for the amount of repair to said damage or replacement of damaged items. The Kinton Grange shall apply the damage deposit noted below, up to the amount of damage toward payment of damage. If the amount of damage exceeds the amount of the damage deposit, the renter shall pay to the Kinton Grange the cost to repair or replace damaged items promptly upon demand by the Kinton Grange. If the renter fails to pay the amount when so demanded and the Kinton Grange brings suit against the renter to recover same, the Kinton Grange shall be entitled an award of reasonable attorney fees and costs in such suit, in addition to any court-awarded amount for such damages. If there is no damage or if any damage amount is less than the damage deposit, the Kinton Grange shall return to the renter the damage deposit or portion thereof which is in excess of damage to the Kinton Grange Hall and contents.

The Kinton Grange is to be held harmless with respect to any and all claims and demands that may arise at any time out of the use of the hall by the renter. The renter assumes all responsibility for any claims that arise out of the renter's use of the hall and the surrounding premises.

Renter is required to provide proof of insurance prior to using the hall (1 Million Dollars).

The Kinton Grange Hall and premises may be inspected by the rental chairman or appointed person at any time during the rental period.

Fees: \$ _____ Rental Fee / Use of the Hall
 \$ _____ Cleaning and Damage Deposit
 \$ _____ Total

Rental fees are due two full months prior to the rental date and will be paid in cash or by check to the Kinton Grange for the rental fee, and cleaning and damage deposit.

I hereby agree to the terms listed above:

Signed: _____ Date: _____

Kinton Grange Rental Coordinator: _____ Date: _____

Contacts:

Loretta Flint, Rental Coordinator -- 503-628-1229
Joe Peter, Grange Master – 971-235-3367
Tom or Diana Gray, Alternate Contact – 503-640-2923

Updated: 03/13/2017