

FRUITLAND GRANGE #999

PUYALLUP



Facility Use Handbook

WELCOME TO THE FRUITLAND GRANGE.

The **GRANGE** appreciates your selection of our facility for your event. This handbook was developed to help answer questions you may have about the **GRANGE** and assist you in planning your event.

These rules apply to anyone on **GRANGE** property. In addition, the **RENTER** must obey all laws and regulations of the United States, the state of Washington, Pierce County or any other governmental agencies or entities.

Mailing Address:	Physical Address:	Website/Email/Phone:
Fruitland Grange	Fruitland Grange	www.fruitlandgrange.org
PO Box 66	11102 86 th Ave E	fruitlandgrange@gmail.com
Puyallup WA 98371	Puyallup WA 98373	or contact (253) 244-8688

Rental Procedures

Reservations must be made by contacting the GRANGE using the contact information shown above.

Applications

The **GRANGE** will accept rental applications up to 12 months prior to the event. All applications for the **GRANGE** hall upstairs and downstairs require prior approval by the **GRANGE** Executive Committee. Allow two weeks for review.

Contract and Deposits

Following review, the **RENTER** will be contacted by the **GRANGE**. If the rental application is approved the **RENTER** will be required to submit a signed Rental Agreement and Certificate of Insurance with deposit to the **GRANGE** within ten days.

Set-up and Clean-up

Set-up and clean-up are included in the rental time. Depending on **GRANGE** availability, additional hours for set-up and clean-up may be available at a reduced rate of \$25 per hour, not to exceed 4 hours.

Refund Policy

If the **RENTER** cancels the event, the deposit is non-refundable unless the time period is re-rented.

In the event the **GRANGE** property is destroyed or damaged by fire, or any other cause, or if any other casualty or unforeseen occurrence shall prevent the fulfillment of this rental agreement by the **GRANGE**, then and thereupon this agreement shall be terminated and the deposit will be refunded to the **RENTER**.

NSF Checks

If any checks are returned because of insufficient funds, the **RENTER** will be required to pay all rental fees in advance by cashier's check or cash. In addition, a \$50.00 fee will be charged for all returned checks.

Concession Sales

RENTERS are not permitted to contract for any type of food or beverage sale.

Fund Raising Activities

RENTERS are not allowed to conduct any fund-raising activities.

Liability and Damage Insurance

A Liability and Damage Insurance policy must be provided by the **RENTER**. **RENTER** can arrange for insurance by contacting their home owner's insurance company or through <http://www.theeventhelper.com/>.

Smoking – RCW 70.160.030

Washington Clean Indoor Air Act prohibits smoking in public places. "Public Places" is defined as any portion of any building or vehicle used by and open to the public, regardless of whether the building or vehicle is owned in whole or in part by private persons or entities and regardless whether a fee is charged for admission. Smoking is not only prohibited in all public building but is also prohibited within 25' of entrances, exits, windows that open and ventilation intakes. (RCW 70.160.075)

Banquet Permits

The **GRANGE** allows only beer and wine to be served on **GRANGE** property, no hard liquor. Consumption of alcohol in a public place requires a banquet permit. To comply, **RENTERS** are required to purchase a Banquet Permit from the Washington State Liquor and Cannabis Board (<https://lcb.wa.gov>). The permit must be posted at the GRANGE during the event.

A Banquet Permit authorizes the service and consumption of alcohol at a banquet or gathering of people. The event should only be open to group members or invited guests. A banquet permit is required for most private events held in public place where alcohol is provided free of charge. The sale of liquor is prohibited under a banquet permit.

Custodial Service

The **RENTER** will be required to bag and remove all trash from the building and take it to the dumpster. The kitchen should be left clean. The chairs and tables should be returned to their original location. Failure to comply with these requirements will result in the **GRANGE** retaining a portion of the deposit to cover additional cleaning costs.

Facility Inspection

A walk through of the **GRANGE** with **RENTER** will be conducted prior to and following the conclusion of the event. Any and all damage will be noted.

Property Damage

RENTER will not damage, mar or deface or permit anyone to damage, mar or deface **GRANGE** property. If any damage occurs, the **RENTER** will be responsible to restore property to its original condition before the event.

No candles, tape, glue, gum, thumb tacks or staples are to be used in or on **GRANGE** property. Nails and screws are not to be driven into the building floor, wall, ceiling or equipment.

No drinks or food are allowed in the main hall upstairs. Use of the main hall requires prior approval by the **GRANGE** Executive Committee.

Security

The **GRANGE** will determine if security personnel are required based on the anticipated attendance, type of event and the presence of alcohol. The **RENTER** will be billed the hourly rate in accordance with the fee schedule.

Signs and Banners

Signs and banners cannot be placed on the **GRANGE** building or fences without permission. All signs are subject to **GRANGE** approval and must be removed at the end of the event.

Photography

The **GRANGE** may at its discretion, send a photographer to take pictures of events held at its facility for internal and marketing use.

Personality Rights

You hereby grant to the **GRANGE** the irrevocable, assignable, license to use, alter and publish your image, alone or together with other images and text for **GRANGE** publications for the purposes reasonably related to promotion of the **GRANGE**, in any manner and in any medium now known or later developed, without the need for your prior approval. This right and license will govern all images of you, whether created before or after the date of these Rules and Regulations, unless you notify the **GRANGE** in writing that you desire to exclude specific images from this right and license. You hereby release the photographer and **GRANGE**, its agents and assigns, from all claims and liability relating to the licenses that you have granted in this license and release. This license and release will not obligate the **GRANGE** to use or publish your image or use the rights you have granted.

Key Policy

GRANGE building key will be issued to the **RENTER** on the day prior to the event. The key must be returned to the **GRANGE** immediately following clean-up. If the key is not returned immediately, \$100 will be retained from the deposit.

Outside Equipment Rentals

RENTERS will be required to rent chairs from outside sources for use in the main hall upstairs. **RENTERS** will need to have someone available on-site when the chairs arrive and when picked up. Chairs rented from outside sources will be the responsibility of the **RENTERS**. The **GRANGE** will not be responsible for any equipment lost or damaged before, during or after the event.

Safety

If at any time you find any condition on **GRANGE** property that could be hazardous or unsafe, report it immediately to the **GRANGE** rental manager so the condition can be corrected.

Accidents/Injuries

In the event of an injury or accident, emergency aid personnel can be summoned by dialing 911. All accidents and injuries with information regarding the description of the accident/injury, how the injury incurred, name and addresses of victim and witnesses, and first aid given should be reported to the **GRANGE**.

Animals

Animals will not be allowed on the grounds with the exception of animal events and service animals.

The **GRANGE** requires animals used as part of the event be protected by all applicable laws, ordinances and regulations dealing with the humane treatment of animals. Persons having animals on the grounds must use every precaution to ensure the safety of the people attending the event.

Children

RENTERS and their guests are advised to keep their children under their control at all time since there are many areas on the grounds that are generally unsuitable for children.

Water/Electricity

All extension cords and appliance cords must be grounded. Minimum 14-gauge extension cords shall be used to extend electrical service. Extension cords shall be plugged directly into an electrical outlet and shall serve only one portable appliance. Extension cords shall be maintained in good condition without splices, deterioration or damage. Extension cords shall not be used under doors or floor coverings. All electrical appliances must be UL approved.

Water is to be used only in the **GRANGE**. Any outdoor use must be approved by the **GRANGE**.