

FRUITLAND GRANGE #999

PUYALLUP, WASHINGTON



2023 Facility Rental Handbook

FRUITLAND **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:
Fruitland Grange
PO Box 66
Puyallup WA 98371

Physical Address:
Fruitland Grange
11102 86th Ave E
Puyallup WA 98373

Website/Email/Phone:
<https://www.fruitlandgrange.org/>
fruitlandgrangerentalmanager@gmail.com
Call/Text: (253) 880-1516

Rental Procedures

1. Check the calendar on our website to see if your date is available www.FruitlandGrange.org
2. Read this Rental Handbook in it's entirety
3. Watch the walk-through videos to see what the space looks like:
<https://www.fruitlandgrange.org/walkthroughvideos>
4. (Optional) Contact the Rental Manager to set up a tour FruitlandGrangeRentalManager@gmail.com or 253-880-1516
5. Complete the Rental Request and Contract here: <https://forms.gle/z8LDLtS3dy8MFem76>

DO NOT make any payments until you have heard from the Rental Manager

The **GRANGE** will accept rental requests up to 12 months prior to the event.

RENTER will be required to submit a signed Rental Agreement and deposit to hold the desired date.

Rental fees and damage deposit must be received by the **GRANGE** at least 28 days before the event. If not received in time, the contract may be terminated with no refunds.

A copy of Liability Insurance, and a copy of Banquet Permit, if applicable, must be received by **GRANGE** at least 14 days prior to the event. If not received in time, the contract may be terminated with no refunds.

Number of Guests

The maximum number of guests at any event shall be no more than 150 people total.

Rental Fees

	Hold the Date Deposit (credit to Rental Fee)	Rental	Refundable Damage Deposit	Cleaning Fee (optional)
Ground Floor Only (5+ hours)	\$300	\$100/hour. Minimum 5 hours rental	\$500 if not serving alcohol \$750 if serving alcohol	\$200
Ground and Upper Floors (5+ hours)	\$500	\$200/hour. Minimum 5 hour rental	\$1000 if not serving alcohol \$1500 if serving alcohol	\$300
Ground Floor Only (1-2 hours) Sunday - Thursday only	\$0	\$50/hour; Maximum 2 hour rental	\$100	n/a

What's Included in Rental Fee

- Use of kitchen (refrigerator (NO freezer), counters, sink). Stove and oven available with prior approval
- Use of up to 22 - 8 ft x 2.5 ft tables; 6 - 3 ft diameter round tables; 150 chairs
- Parking lot
- Upper Floor: An additional 150 chairs
- Upper Floor: Stage
- Upper Floor: Women's lounge room

Available Rental Times

The **GRANGE** can be rented as early at 8:00am and no later than 11:00pm

Set-up and Clean-up

Set-up and clean-up are included in the rental time. The start time on the rental contract is the start of **RENTER's** set-up time and **RENTER** must be cleaned up and off the property by the end time on the contract.

Refund of Hold the Date and Rental Fees Policy

If the **RENTER** cancels the event less than 28 days before the event, the hold deposit is non-refundable.

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 sales or to sell food or beverages themselves.

Fund Raising Activities

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

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 of whether a fee is charged for admission. Smoking is not only prohibited in all public buildings but is also prohibited within 25' of entrances, exits, windows that open and ventilation intakes. (RCW 70.160.075)

Banquet Permits/Alcohol

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. Last call for alcohol shall be at least 30 minutes prior to the scheduled event end time.

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 places where alcohol is provided free of charge. The sale of liquor is prohibited under a banquet permit.

Cleaning the Grange after Rental

The **GRANGE** will be stocked with paper supplies (toilet paper and paper towels) and a cleaning kit (sponge, cleaning spray, broom, mop, floor cleaner) by the **GRANGE** before the use of the hall. Any additional supplies for the event must be provided by the **RENTER**.

The **RENTER** will be required to bag and remove all trash from the building and take it to the dumpster (even if paying the additional cleaning fee).

The chairs and tables should be returned to their original location (even if paying the additional cleaning fee). All decorations shall be removed before departure (even if paying the additional cleaning fee). Failure to comply with these requirements will result in the **GRANGE** retaining a portion of the deposit to cover additional cleaning costs.

The **RENTER** will be required to clean the **GRANGE** building and grounds and leave it in the condition it was rented. See last page for a list of cleaning tasks that must be completed by **RENTER** by the end of their rental time. Any items not completed satisfactorily will result in a loss of partial, or all, of the damage deposit. Alternatively, the **RENTER** can pay an additional \$200 (ground floor) or \$300 (entire building) for the **GRANGE** to hire a cleaner.

Property Damage

RENTER will not damage, mar, or deface **GRANGE** property or permit anyone to damage, mar, or deface **GRANGE** property. If any damage occurs, the **RENTER** will be responsible for the cost of repair.

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 upstairs.

No rice, birdseed, sparklers, confetti, artificial flower pedals or glitter are allowed inside or outside the **GRANGE**.

Baseball Field

Rental of the **GRANGE** does NOT include the baseball field, baseball dugouts, outfield, or area in and around the storage units and batting cages. **RENTERS** and their guests may not walk, drive, or otherwise enter any area to the south of the **GRANGE** building.

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 going hourly rate from Pierce County Security Guards.

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.

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 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

If a key is assigned to the **RENTER**, the key will be left in the **GRANGE** at the desired location at the end of the event. If the key is not returned, \$100 will be retained from the deposit.

Outside Equipment

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. Exits may not be blocked by tables, chairs, staging, decorations, etc.

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

Only service animals will be allowed on the grounds.

Children

RENTERS and their guests are advised to keep their children under their control at all times, there are many areas on the grounds that are 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**.

Illegal Drugs, Firearms or Fireworks

No illegal drugs, firearms or fireworks are allowed on **GRANGE** property.

The **GRANGE** can terminate this agreement immediately and without notice for failure to comply with these rules and requirements.

Cleaning check list for rentals of 5 or more hours
(must be completed by RENTER by end of rental period)

Fruitland Grange Renter Cleaning Checklist

To be completed at the end of the event.

Items with ** need to be done even if paying extra for cleaning fee

Main Floor

- _____ Clean Kitchen Surfaces (Including Sinks) with Degreaser/Disinfectant spray and sponge.
- _____ Sweep kitchen floor before mopping.
- _____ Clean Kitchen Floor with Mop and Floor Cleaning Product.
- _____ Remove items from Refrigerator. No Ice Allowed.
- _____ Wipe out refrigerator with disinfectant cleaner and sponge.
- _____ Wipe down tables with degreaser/disinfectant cleaner and dishcloth.
- _____ Wipe down chairs with degreaser/disinfectant cleaner and dishcloth.
- _____ Stack chairs on carts.
- _____ Sweep dining area floor before mopping.
- _____ Mop Dining Area floor with floor cleaning product.
- _____ Wipe down Bathroom Surfaces with disinfectant spray and sponge.
- _____ Check toilets are clean and flush properly.
- _____ Sweep Bathroom Floors
- _____ Mop Bathroom Floors with Floor Cleaning product.
- _____ Pick up Parking lot - including broken glass. Put in Dumpster.
- _____ Pick up area around dumpster, put in dumpster.
- _____ Sweep Foyer
- _____ **Take out all garbage and put in dumpster
- _____ **Close ALL windows
- _____ **Reduce heat to 62 degrees
- _____ **Turn off Dining Area lights.
- _____ **Lock ALL Exterior Doors
- _____ **Lock Gate Correctly

Upstairs Ballroom - If Applicable

- _____ Sweep Floor - no liquid allowed upstairs.
- _____ Stack and put away chairs.
- _____ Take out Garbage, put in dumpster.
- _____ Wipe down Bathroom Surfaces with disinfectant Cleaner and sponge.
- _____ Check toilets are clean and flush properly.
- _____ Sweep Lounge - pick up trash.
- _____ Sweep Stage
- _____ Sweep stairs to ballroom
- _____ **Turn off Ballroom and Stage lights
- _____ **Close ALL windows

**Cleaning check list for rentals of 2 or less hours
(must be completed by RENTER by end of rental period)**

- _____ Clean any kitchen surfaces used (counters, tables, sinks) with Degreaser/Disinfectant spray and sponge.
- _____ Sweep kitchen floor if any dirt/food got on it.
- _____ Remove items from Refrigerator. No Ice Allowed.
- _____ Wipe down tables and chairs with degreaser/disinfectant cleaner and dishcloth.
- _____ Return chairs and tables to where they were when you arrived.
- _____ Sweep dining area floor if any dirt/food got on it.
- _____ Check toilets are clean and flush properly.
- _____ Pick up any garbage on bathroom floors and wipe counters/sinks if needed.
- _____ Take out Garbage and put in dumpster.
- _____ Close ALL windows.
- _____ Reduce heat to 62 degrees.
- _____ Turn off Dining Area lights.
- _____ Lock ALL Exterior Doors.
- _____ Lock Gate Correctly.

DIAGRAM OF TABLE/CHAIR SET UP

THIS WILL BE A DIAGRAM OF HOWEVER WE WANT THE TABLES AND CHAIRS LEFT