



Perry Valley Grange #1804, Inc.

West Juniata Parkway & Owl Hollow Road
Millerstown, PA 17062

Serving the community since 1919

LEASING RULES AND REGULATIONS

(revised October 2011)

- 1) No agreement of lease shall be effective without the signature of the leasing party and the approval of an authorized Grange official endorsed thereon.
- 2) Individuals and organizations may arrange to lease any part or all of the facilities for uses approved by the Grange leasing agent for the appropriate fee as set forth in #5 (Public) below.
- 3) Members of Perry Valley Grange # 1804, Inc. in good standing shall have the privilege of using all or part of the facilities for personal and family events for a reduced fee as set forth in #5 (Members) below. This provision may not be used for group/organizational activities with which the Grange member may be affiliated.
- 4) Fund raising events by outside groups or individuals are prohibited except for any such events co-sponsored by the Grange for solely charitable purposes. The Executive Committee will determine the amount, if any, of the costs for building use that shall be deducted from the proceeds of the event.
- 5) Daily rental fees shall be as follows:

	<u>Public</u>	<u>Member</u>
Main meeting hall (including stage)	\$200	\$75
Kitchen		
<i>Limited use</i> (refrigerator, sink, coffee pot).....	\$100	\$50
Conference room.....	\$100	\$50
- 6) Prices are guaranteed for up to twelve (12) months from date completed application and deposit are received by the Grange. Prices are subject to change for any contracts executed more than one year in advance of event.
- 7) The normal rental fee for use of the Grange Hall may be waived in the event of a public information meeting sponsored for the community by a non-profit organization or governmental agency. To be eligible for waiver of fee, there must be no registration fee or other cost charged to participants and the intent of the meeting must be strictly for distribution of information without any sale of good or services. All requests for such waiver of fee must be submitted to the Grange in writing in advance of the date of the meeting with its purpose clearly stated.
- 8) Use of any part of the premises includes access to restroom facilities. Use of any part of the premises will not include access to storage and building equipment areas.
- 9) The Grange requires any party leasing any part of the Grange Hall facilities to submit a valid *Certificate of Insurance* in advance of the said event for which the premises are leased.
- 10) A non-refundable security deposit of at least one-half of the total fee due must be paid within ten days of receipt of this lease. Payment shall be made payable to: *PERRY V ALLEY GRANGE #1804* and shall be delivered to the designated Grange official appearing on the lease approval. The security deposit will be credited to the total rental fees due. The security deposit will be forfeited if the lease is canceled by the lessee.

- 11) The balance due of the total rental fee shown on the lease agreement must be paid 30 days in advance of said event for which the lease agreement was made. If fees are not paid as required, the lease will be considered to be canceled and the security deposit will be forfeited.
- 12) Use of the kitchen facilities is limited to access to water, refrigerator, freezer, sinks and coffee. Under no circumstances may leasee use stoves, ovens, dishwasher, dishes, glasses or other equipment
- 13) Leasing parties are prohibited from long distance use of the telephone, except in emergency situations. The leasing party shall be financially responsible for any and all long distance telephone charges incurred by the Grange during the period of time that premises are leased.
- 14) Use of the Grange Hall and facilities by minors shall be only upon a lease agreement by responsible adults. Such agreements shall specifically state the names and addresses of the responsible adult chaperones. Chaperones will be present continually from the beginning of use of the premises by the minors until all minors have left the premises and shall be responsible for the conduct of the minors while on the premises.
- 15) Persons leasing any part of the premises shall not enter those premises prior to 8:00 am on the day set forth in the lease agreement; absolutely no exceptions. The Grange official endorsed on the lease agreement will be responsible for mutually satisfactory arrangements relative to unlocking of the Grange Hall and instruction of the leasing parties relative to use of the facilities, equipment, etc. Leasing parties will not be issued keys.
- 16) The Grange will assume no liability or responsibility for materials, equipment, or other property of the leasing party brought onto the Grange premises. It is strongly urged that leasing parties do not leave personal belongings of any kind on the premises except while those parties are present.
- 17) All leasing parties shall leave the premises by 10:00 pm of the day set forth in the lease agreement. The leasing party accepts responsibility for turning off of all lights, reasonable securing of the building, and the removal of all garbage at the time of leaving. Failure to perform these tasks will result in a custodial charge of \$50 being assessed.
- 18) No commercial caterers shall be permitted to serve food and/or beverage upon the premises during the period of lease by any individual or group. No alcoholic beverages may be brought or used upon any part of the premises, interior or exterior. No smoking shall be permitted within the building.
- 19) All activities upon the premises will be conducted in a peaceful, orderly and lawful manner. No unlawful, dangerous or hazardous activities or instrumentalities will be conducted or brought upon the premises.
- 20) Leasing parties must provide all desired refreshments, decorations, and supplies for the event being conducted on the premises. Any Grange personal property upon the premises which have been authorized for use in connection with the lease shall be used properly and with care and shall be cleaned and restored to its proper place at the conclusion of use of the premises.
- 21) No damage or injury shall be done or caused to the leased premises and the premises shall be left in a clean and orderly condition and the same state of repair as at the commencement of use. The leasing party shall be liable to pay the cost of repair or replacement of any damage, loss or injury to the premises or any Grange personal property during the use of the premises.
- 22) The individual or group leasing the premises, by execution of this lease, accepts the premises in the condition prevailing at the time of use and shall be responsible for the safety of the persons and property of all persons entering upon the leased premises while the leased premises are being used by the individual or group. Such person or group will indemnify and save harmless the Perry Valley Grange of and from any and all claims and demands whatsoever for injury or damage to the persons or property of persons entering upon the leased premises while being used by the individual or group leasing the premises.
- 23) Violation of any of these rules and regulations shall immediately terminate the lease agreement as hereinafter provided and all persons on the premises may be required to leave immediately. Such violation shall act as a forfeiture to the Grange of any rents or other payments made to the Grange under the lease agreement but shall not release the leasing party from any obligation or responsibility thereunder.

(Please sign and return this agreement with deposit.)

LEASE/RENTAL AGREEMENT

Perry Valley Grange Hall

West Juniata Parkway & Owl Hollow Road, Millerstown, PA 17062

Telephone: 717-589-3075

LEASE DATE: _____ **TIME:** From _____ to _____

PART(S) OF PREMISES AUTHORIZED FOR USE: _____ Main meeting hall
_____ Kitchen – Limited use
_____ Conference Room

RENTAL FEE DUE: _____ \$ _____

NON-REFUNDABLE DEPOSIT DUE BY _____ \$ _____

BALANCE FEE DUE BY _____ \$ _____

(All lease rental fees shall be made payable to *PERRY VALLEY GRANGE.*)

THE UNDERSIGNED hereby lease(s) the Perry Valley Grange Hall premises at the intersection of West Juniata Parkway and Owl Hollow Road, Millerstown, Perry County, Pennsylvania, in such part, for the rent designated, on such date, for the period of time noted, and under the conditions outlined above. The undersigned further agree(s) to be bound by all of the obligations and terms set forth in the Rules and Regulations relating to the lease and use of the said Grange Hall premises and acknowledge(s) receipt of a copy thereof.

ACCEPTANCE: SIGNATURE OF RESPONSIBLE INDIVIDUAL/LEASEE

_____ DATE _____

_____ (name of organization, if any)

ADDRESS _____ **CITY** _____

STATE _____ **ZIP CODE** _____ **PHONE** _____

(List name and addresses of all adult chaperones on reverse side for events of minors.)

GRANGE APPROVAL: SIGNATURE OF AUTHORIZED REPRESENTATIVE

_____ DATE _____

ADDRESS _____ **CITY** _____

STATE _____ **ZIP CODE** _____ **PHONE** _____