



BODEGA BAY GRANGE FACILITY USE

PROCEDURES & CONDITIONS

1. AT THE TIME KEYS ARE ISSUED, RENTERS WILL BE BRIEFED ON THE USE OF LIGHTS, TELEPHONE, KITCHEN, RESTRICTED AREAS, MOVING OF FURNITURE, REFUSE DISPOSAL, USE OF CLEANING EQUIPMENT AND OTHER NECESSARY PROCEDURES.
2. THE INTERIOR OF THE FACILITIES MAY BE DECORATED AT THE DISCRETION OF THE RENTER SUBJECT TO THE FOLLOWING RESTRICTIONS: NO NAILS, TACKS OR GLUE WILL BE USED ON THE WALLS, FIXTURES, CEILINGS, FURNITURE OR APPLIANCES. ALL TAPE, STRING OR OTHER MATERIAL USED MUST BE REMOVED AT TIME OF CLEAN-UP. ABSOLUTELY NO GLITTER CAN BE USED. ONLY REMOVABLE TAPE CAN BE USED.
3. FURNITURE SUPPLIES, ETC., MUST NOT BE STACKED OR PILED AGAINST WALLS, WOODWORK OR DRAPES.
4. NO FURNITURE WILL BE USED OUTSIDE.
5. KITCHEN/PATIO: ALL APPLIANCES, STOVES, OVEN, REFRIGERATOR, FREEZER, DISHWASHER AND GARBAGE DISPOSAL WILL BE LEFT CLEAN. PARTICULAR CARE MUST BE TAKEN TO ENSURE ALL APPLIANCES ARE TURNED OFF BEFORE LEAVING. ALL DISHES MUST BE WASHED AND PUT AWAY. ALL CIGARETTE BUTTS ON THE PATIO MUST BE THROWN AWAY.
6. AUTHORITY IS RESERVED FOR THE STAFF MEMBERS OF THE GRANGE TO APPLY AND ENFORCE OTHER CONDITIONS OF USE AS APPROPRIATE IN THEIR JUDGEMENT FOR THE PRESERVATION AND WELL-BEING OF THE FACILITIES.
7. **RICE, GLITTER OR ANY TYPE OF CONFETTI** AS USED AT WEDDINGS OR WEDDING RECEPTIONS IS EXPRESSLY FORBIDDEN IN OR ABOUT THE FACILITIES AND PARKING AREAS. BIRD SEED USED ONLY OUTSIDE OF THE BUILDING IS ACCEPTABLE. FAILURE TO COMPLY WILL RESULT IN AN AUTOMATIC \$500 ADDITIONAL FEE.
8. THE MAXIMUM PERIOD ALLOWED FOR RENTAL IS NOT TO EXCEED TWELVE (12) HOURS PER DAY.
9. IMPORTANT: ALL RENTERS ARE RESPONSIBLE FOR THE SECURITY OF THE FACILITIES. BE SURE THAT (A) ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED, (B) ALL LIGHTS ARE TURNED OFF BEFORE LEAVING AND (C) BOTH HEATERS ARE TURNED OFF (D) STOVES, OVENS AND RANGE HOOD ARE OFF.

10. THE GRANGE WILL NORMALLY BE AVAILABLE 2 HOURS IN ADVANCE OF THE FUNCTION FOR THE PURPOSE OF DECORATING OR ARRANGEMENT. CONTACT US IF MORE TIME IS NEEDED. SETUP ON THE DAY PRIOR TO THE EVENT MAY BE AVAILABLE FOR AN ADDITIONAL FEE.

11. TOTAL CLEANUP OF FACILITY MUST BE DONE IMMEDIATELY FOLLOWING THE EVENT. FAILURE WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT. CLEANUP BY THE CLEANING STAFF WILL BE BILLED TO YOU AT A \$50 HOURLY RATE.

12. NO EVENT SHALL CONTINUE AFTER 1:00 AM AND ALL LOUD MUSIC SHALL END NO LATER THAN MIDNIGHT, OR EARLIER UPON REQUEST BY NEIGHBORS OR SHERIFF.

13. A CHARGE OF \$75.00 SHALL BE APPLIED FOR ALL LOST KEYS.

14. UNDER NO CIRCUMSTANCES SHALL THE NUMBER OF OCCUPANTS EXCEED THE MAXIMUM POSTED NUMBER ALLOWED BY THE FIRE MARSHALL.

15. RENTER MAY SERVE AND SUPPLY THEIR OWN LIQUOR, BEER AND WINE ONLY IF THEY OBTAIN AN ABC LICENSE, IF REQUIRED TO DO SO.

16. CANCELLATION RESTRICTIONS AND SURRENDER OF THE SECURITY DEPOSIT OR FULL PAYMENT ARE INCLUDED IN THE RENTAL AGREEMENT FORM.

17. RENTER MUST PROVIDE BODEGA BAY GRANGE #777 WITH A CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY INSURANCE IN THE AMOUNT OF ONE MILLION DOLLARS (\$1,000,000) SPECIFICALLY NAMING BODEGEA BAY GRANGE #777 AS INSURED FOR THE TIMES AND DATES OF USE BY THE RENTER, INCLUDING SETUP AND CLEANING TIME.

18. ALL GARBAGE AND TRASH MUST BE PLACED IN THE GARBAGE CONTAINERS PROVIDED. PLACE RECYCLABLES, EMPTY CANS AND BOTTLES, CLEAN PAPER, CARDBOARD, AND BROKEN-DOWN CARDBOARD BOXES IN THE BLUE RECYCLABLES BIN. DO NOT PLACE PAPER OR CARDBOARD CONTAMINATED WITH FOOD SUCH AS PAPER PLATES OR NAPKINS IN THE RECYCLE BIN. EXCESS TRASH OR GARBAGE MUST BE REMOVED BY THE RENTER AT RENTERS EXPENSE. ONLY VEGETABLE MATTER MAY BE PLACED IN THE GREEN BIN.

19. FAILURE OF RENTER TO ABIDE BY THE INSURANCE REQUIRMENTS OR THE CONDITIONS IN ITEMS 2, 3, 4, 5, 7, 9, 11, 14, 18 AND 21 WILL RESULT IN AUTOMATIC FORFEITURE OF THE RENTER'S SECURITY DEPOSIT.

20. RENTAL OF THIS BUILDING DOES NOT INCLUDE THE USE OF THE STAGE OR SOUND SYSTEM, UNLESS PRE-ARRANGED WITH THE RENTAL MANAGER.

21. THE BUILDIING IS A NON-SMOKING FACILITY. NO VAPING OR E-CIGARETTES.

PROCEDURES FOR CLEANING THE BODEGA BAY GRANGE HALL

EACH GROUP USING THE ROOMS NEED TO BOTH SWEEP AND DUST MOP FLOORS. EACH GROUP USING THE HALL MUST:

1. AFTER USE OF EACH ROOM (MAIN HALL AND KITCHEN ROOM SEATING AREA), THE FLOORS MUST BE FIRST SWEEP WELL USING THE PUSH BROOM, AND THEN DUST MOPPED.
2. IF ANYTHING IS SPILLED, IT MUST BE CLEANED UP IMMEDIATELY USING ONLY CLEAN WATER.
3. NO CLEANING PRODUCTS SHALL BE USED ON THE FLOORS.
4. USING THE CORN BROOM, SWEEP GREEN DOORMAT AND PORCH.
5. IF THE KITCHEN IS USED, SWEEP FLOOR AND THEN WET MOP WITH CLEAN WARM WATER ONLY. WASH AND PUT AWAY ANY DISHES, ETC. THAT YOU HAVE USED.
6. ALL CIGARETTE BUTTS ON THE PATIO MUST BE THROWN AWAY.
7. ALL TRASH CANS INSIDE THE BUILDING, INCLUDING THE KITCHEN AND BATHROOMS, MUST BE EMPTIED INTO THE GARBAGE BINS.

IF OUR CLEANING SERVICE IS REQUIRED TO SWEEP OR CLEAN AFTER YOUR RENTAL, A CLEANING FEE WILL BE CHARGED (\$50.00 PER HOUR). WE HOPE TO KEEP THE HALL LOOKING CLEAN FOR THE BENEFIT OF ALL OF MEMBERS AND USERS.

THANK YOU.
