

## Aptos Grange Rental Inquiry

**Note:** This is not a rental agreement

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Business

Contact Person: \_\_\_\_\_

Non Profit

Email: \_\_\_\_\_

Private

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Purpose or intended use of the facility:

Alcohol:  Will or  Will not be allowed at this gathering

Number of People:

**Area(s) Requested:** *Note: No kitchen facilities are available currently*

Large Hall only

Dining Hall only

Parking Lot only

Entire Facility

Date & Times Requested *(including set up and clean up time)*

Date	Detail	Enter time	Exit Time
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
		<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm

Is the general public allowed to attend your meeting

Yes  No

Is the general public invited to attend your meeting

Yes  No

I have read the "terms of use" and the cleaning policy

Yes  No

Notes: \_\_\_\_\_

**When completed, fax this form, toll free to 888-496-9655**

**NOTE:** The Aptos Grange Hall is **NOT** "Open to the public" to just walk in and look around. Especially not when another group is using the facility. If you wish to inspect the building, make arrangements by contacting the building manager to escort you.

Email at [info@AptosGrange.org](mailto:info@AptosGrange.org) or telephone at (831) 688-3974

You may also visit the web site for photos and a virtual tour. [www.AptosGrange.org](http://www.AptosGrange.org)

# *The Aptos Grange Hall "Terms Of Use"*

*When you use the Aptos Grange hall it's kind of like borrowing someone's home. This is the Grange organization's home, and we've worked hard to build it, pay for it, and maintain it. We expect you to treat it as your own or better.*

## ***Curfew & Noise:***

*Because of the close proximity of our neighbors we have a curfew of 10:00 pm at night. That means that the building is dark and parking lot is empty at 10:00. We respect our residential neighbors and wish to keep a good relationship with them by respecting a reasonable quiet time.*

*If you can live with these terms, continue reading to see if the other terms suit your situation.*

## ***During your use,***

*Because the Grange building has residential neighbors that are close to the parking lot and building. It is important to monitor your guests or group so that there is no annoying noise or events going on in the parking lot before during or after your event. Especially in the evening, night time, or early mornings.*

## ***Cleanup and Set up,***

*Unless you've made prior arrangements, this building is a "Self clean" and a "Leave no Trace" facility. That means that you clean it yourself, and you leave no trace that you were ever there. Sometimes that will mean taking your trash with you. It will be clean when you get it, and it's expected to be clean at the end of your appointed use time. Yes, that means dump the trash, mop the floor and clean the toilets, and a few other things. It can be arranged for someone else to do this if you'd like, but this will cost you more. It also means if you decorate, or move the furniture, that there is "No Trace" that anything has been done or changed after you leave. No tape on the walls, no pin holes, no scratches on the floor from dragging furniture, no dirty rugs etc. If you moved furniture, make sure it is returned to it's proper location and it is clean.*

*If you need time prior to your event to set up or decorate make sure you include that time in your rental application. i.e. if you wish your event to start at 5:00, but you need an hour to set up. Then put 4:00 on the application under start time. The same applies for clean up. If you think you will need an hour to clean up, then add that to your exit time.*

## ***Equipment***

*The Grange hall has some tables and chairs you may use for your event. We have about 15 rectangular style tables six feet long. We also have about 80 metal folding chairs. Neither the tables or the chairs are to be used outside, if you feel you have a special need for such, confer with the rental manager prior to doing that. Tables and chairs need to be clean before they are put away.*

## ***Smoking,***

*The Grange, as all buildings in California is a Non-Smoking facility. You may smoke outside but please don't smoke on the side of the building near the residences, where the smoke can drift into their windows and homes. Don't dispose of your cigarettes on the parking lot. There is a cigarette disposal container by the side doors on the Freeway side of the building.*

## ***Background:***

*The building is bought and paid for so we don't need to rent it for income. The Grange is a Fraternal membership organization, We pay to belong, and nobody is paid a salary. We rent it to provide a community service, and after maintenance costs, we donate a good portion of the funds back to community charities and youth scholarships.*