Mount Lookout Grange Hall Rental Policy

All rentals are based on a first come first serve basis with the exception that Grange sponsored events shall have first priority in the use of the Grange facility.

Grange members may utilize all of the Mt. Lookout Grange Facilities for \$10 a day. Fee for non-Grange members is \$40.00 per day.

If the event is a for-profit event, we suggest a donation of 10% of revenues be paid to Mt. Lookout Grange.

Event Cleaning Policy

An inspection walk through should be done by any person renting the hall at the time the key is made available. It is expected that the building will be left in the same condition at the conclusion of the event.

One warning will be given to renters (members) who do not leave the facilities clean, sanitary, and acceptable. If this occurs a second time, the renter will lose all rental privileges.

Rental Policies and Procedures

- During the use of the Hall you agree to comply with all state, fire and policy rules and regulations and all Town of Mancos codes & ordinances.
- No smoking or illegal drug use allowed in the facility
- No fire exit may be blocked by any decoration, table, platform, etc.
- Leftover food, personal and rental items must be removed immediately following your event.
- The Grange or any of its members are not liable or responsible for any injury, accident, loss or damage to any person or to any property of any person arising out of the use of the Grange Hall.
- Day rentals are for 24 hours. Day rates apply to set up and clean up time outside of the 24 hours.
- Lost keys will be charged the price of duplication plus a \$10 fee.
- Notice of cancellation shall be reported 48 hours in advance for refund.
- A security deposit of \$250 and certificate of insurance will be required if alcohol is to be sold and a Special Use Permit has been applied for as part of the event.
- Security Deposit refund will be dependent on post-inspection walk through.
- In the event damage occurs, the cost of repair or replacement shall be the responsibility of the member/sponsor.
- The Rental Checklist will be completed and left at the Grange at the end of the event.
- High speed wireless is available and the password is posted on the router at the back of the building

Grange contacts: Jordan Lang 719.440.1890

Betsy Harrison 970.739.1172 Patricia Burk 970.739.3763

Name of Person and/or Orga	anization:		
Address:			
mail:		Phone:	
Would you like your contac	t information listed	d on the Mt. Lookout Grange	e Calendar?
Iember/Sponsor		Space Requested: HallKitchen	
Who is the sponsoring organ	nization?		
Event Name and Details:			
Date/Day Requested:		Time Requested:	
Will alcohol be served ?		Is the event open to the Public ?	
Will a Special Use Permit be	e applied for?		
I understand and ag same condition as I		e Rental Checklist and leave	e the building in the
	t. The heat will be	weather it may be necessary e returned to its previous lev nd of my event.	
I have read and understand t	he Grange Rental	Policy.	
Print name	Date	Signature	
Rental Fee: Amount	- Date	Ck/Cas	sh
Deposit Rec'd:	Cert	a. of Insurance Rec'd	