



*American Values.  
Hometown Roots.*

# **Master/President Handbook**

## **Subordinate/Community Granges**

These materials are the property of the Grange

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National Grange of the Order of Patrons of Husbandry

Worthy Master/President,

Congratulations on your election as Master/President of your Grange and may your term of service be successful.

This handbook is designed to help you perform your duties to the highest levels and to inform you about the tools and resources available to you.

While this handbook is designed to provide you with much of the information you will need, please remember that there are many individuals within our organization who are also there to assist you, to answer questions and to act as a sounding board. The National Grange website also offers information and help to you. While you have help available, this will only make your job easier if you choose to take advantage of it. Familiarize yourself with the contents of this handbook and certainly spend some time familiarizing yourself with your State Grange By-Laws and the National Grange Digest of Laws, remembering that these documents may change on an annual basis. The By-Laws of our organization will help to guide you in many decisions.

According to the traditional Installation of Officers, the Master should “be foremost in advocating the principles and carrying out the objects of our Order”; this is restated in the Alternative Installation Ceremony as “You should also find new ways to serve your community, promote agriculture and attract new members.” So no matter which installation you use, it is up to you as the Master to lead your Grange and to provide assistance to your members.

Remember your Grange has also elected a talented group of officers and that they assume some of the burden of the leadership, yourself setting the example in all things. Each office comes with specific duties outlined in our By-Laws. Make sure your new officers are thoroughly acquainted with their job duties. Of course, part of your own job description includes appointing members to the various standing and special committees in your Grange. When making appointments take into consideration the special knowledge and talents of all your members and place them in positions where they can be of the most benefit to the Grange and to the community. Having an officer and committee meeting at the beginning of each year is imperative so that all involved understand their duties and the expectations of the Grange.

Finally, do not forget that one of your duties is to make sure that you are passing along the leadership skills you are learning. Our organization has been perpetual for over 150 years by making sure that someone is always ready to step up to leadership.

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## Grange Meetings

### Floor Work and Ritual

One of the reasons your Grange qualifies for tax exempt status is as a fraternal organization that has “a ritualistic form of work.” The Subordinate Grange Manual specifies how to setup the hall for a meeting. You may use the Subordinate Grange Manual (2013 version has both traditional and alternative language) for the language for opening and closing a meeting. Requirements for any Grange include the Bible on the altar and the American Flag displayed in the meeting room.

It is important that all of your members have the ability to look at a Manual, and the officers with speaking parts certainly need to have one. Considering that our first four degrees are included in the Subordinate Manual, it would also be an excellent idea to make them available for new members so that they may experience the beautiful lessons found in the degree work.

The latest version of the Subordinate/Community Grange Manual is a good source for answers regarding any of the ceremonies, including the opening and closing, presenting guests, draping the Charter, presentation of the flag and balloting for candidates.

There are three ways to initiate new members: exemplify the first four Degrees, the Obligation Ceremony or the Welcoming Ceremony. All three of these methods are found in the 2013 version of the Manual.

### Pledge of Allegiance

The Pledge of Allegiance may be used in place of singing “The Star Spangled Banner.” When it is used, the Master will not announce the pledge; he/she will just place their hand over their heart and begin in a loud voice with the pledge.

### Balloting

Candidates for Grange membership are voted upon:

- A. New candidates wishing to become members must be balloted on by either paper ballots (“Yes” for acceptance – “No” for rejection) or the conventional ballot box using balls and cubes. (See Subordinate Manual for instructions.)
- B. Current Grange members or former Grange members wishing to be reinstated may be balloted on by use of a paper ballot. This balloting is done during Balloting for Candidates.

### Demits

Granting a demit:

- A. Granting a demit to a member of your Grange, who is in good standing (their dues are current), is done by motion under new business. No member may object without preferring charges against the applicant.

Accepting a demit:

- A. A member holding a demit may apply for membership in any Subordinate/Community Grange.
- B. A demit is in force for six months from the date of issue.
- C. The vote to accept a demit is done by paper ballot under New Business.

## Contacts

When you have a question or need to order supplies, contact your State Grange leadership first. You may also order supplies from the National Grange, 1616 H Street NW, Washington DC 20006-4999. The phone number is 202-628-3507 ext. 109. The email address is [sales@nationalgrange.org](mailto:sales@nationalgrange.org) or you may order brochures and other books directly off the Grange Store website, [www.grangestore.org](http://www.grangestore.org). Promotional items, Grange apparel and Grange regalia can be ordered from <https://www.promoplace.com/grange>. You may find additional information on the National Grange website [www.nationalgrange.org](http://www.nationalgrange.org).

# Master's/President's Tools and Tasks

## Tools

### Rules and Laws of the Order

- A. Subordinate/Community Grange Manual
- B. National Grange Digest of Laws
- C. State Grange By-laws
- D. Roster of your State Grange (Directory of officers and committee chairs of State, Pomona and Subordinate Granges)
- E. State Grange Journal of Proceedings
- F. National Grange Journal of Proceedings

### Publications

- A. State Grange newsletter/paper etc.
- B. State Grange Contests, Awards and Scholarships information
- C. State Grange Legislative Policies
- D. National Legislative Policies
- E. National Grange "Action Alerts"
- F. National Grange Patrons Chain emails
- G. National Grange *Good Day!* Magazine
- H. Other communications from the State and National Grange

## Tasks

### Public Relations

#### *Selling the Grange to the Membership*

- A. Every member should know what your Grange program and activities are.
- B. Every member (household) should receive State and National publications.
- C. Every member should have confidence that they are an important part of your Grange.

#### *Selling the Grange to the Community*

- A. Each Grange needs at least one member to establish a relationship with the local media (print, radio, television, etc.).
- B. Each member needs to have a positive attitude and always keep the Grange in a positive light. Their opinions will have influence on their friends and families.
- C. The Grange needs to publicize all community involvement activities and all members who receive awards and recognition. Also publicize awards provided by the Grange to non-members.
- D. Participate in the activities of other community organizations as representatives of the Grange.
- E. Attend and participate in all "county planning" or other government activities and have members serve on boards whenever possible.
- F. Participate in county fairs, local festivals, parades and community events.
- G. Take a stand on community issues and publicize your stand.
- H. Have an Open House or open meeting to invite the community to a Grange style meeting.
- I. Make sure your hall and grounds are well maintained. Encourage Scouts, 4-H and other groups to meet in your hall so that it appears to be "lived in."

*Promoting a Growing Membership*

- A. Have a personal contact with each member. Attempt to involve each one in some manner.
- B. Encourage your members to share opportunities for community involvement with your Grange.
- C. Encourage your members to develop a vision statement if you do not have one and set goals to carry it out.
- D. Check out the National Grange Website [www.nationalgrange.org](http://www.nationalgrange.org) for ongoing membership resources and ideas.
- E. Membership brochures are available for a minimal charge from the National Grange.

## Legal Matters

This section is designed to be a guide for Subordinate/Community and Pomona Granges and to help Grange leaders protect their Grange and themselves. It does not replace legal advice or checking on current laws. If you have any questions, contact your State Grange.

### Defining the Grange

#### Who We Are

The National Grange developed the following statement to define our organization in 2019. While no one short statement can capture the entire range of Grange involvement, this sentence gives an excellent beginning.

“The Grange strengthens individuals, families and communities through grassroots action, service, education, advocacy and agriculture awareness.”

#### IRS Tax Status

The IRS issued to the National Grange a blanket exemption as a 501(c)(5) organization.

#### Tax ID Number

Each Pomona, Subordinate, and Junior Grange is issued a Federal Tax ID number. It is obtained with the Internal Revenue Service by filing a Form SS-4.

#### Articles of Incorporation

Your Grange should check with the State Grange to see if your Grange needs to be incorporated through the Secretary of State in your state.

Incorporation protects all your members from personal liability on behalf of the actions of the Grange. It does not prevent someone from suing the Grange itself. Incorporation is strongly recommended.

#### Authority of Each Level and the Master

The sponsoring Grange is responsible for a Junior Grange. The Pomona has responsibility for the health and growth of the Subordinate Granges within its jurisdiction but has no authority over them. The State Grange has responsibility and authority over the Subordinate and Pomona Granges. The National Grange has responsibility and authority over the State Grange.

The Master is required to enforce the laws of the Order for the Grange they serve. The Subordinate and Pomona Master are answerable to the State Master for their actions. The State Master is answerable to the National Master for his/her actions.

#### Digest, State Grange By-Laws, Subordinate/Community Grange By-Laws and Rulings

The rules of the order are located in the National Grange Digest of Laws, the State Grange By-Laws and the Pomona or Subordinate Grange By-Laws. The By-Laws of each level must conform to the laws of the higher level. If they do not conform, they are not applicable and must be removed from the rules.

The only member who can make rulings on the By-Laws is the Master of that Grange or the Master of the next level (State Master, National Master). The Pomona Master does not have authority to rule on Subordinate By-Laws.

Each member and officer is required to obey the Constitution and By-Laws of the Grange. No officer may condone the breaking of the rules of the Order, and it is the responsibility of the Master to prohibit any violations of the rules of the order. A Grange may not suspend any By-Law for any reason, but the By-Laws may be amended as per the procedure provided in the By-Laws. Amending your By-Laws takes place over at least two meetings, notifying your members of the proposed change and upcoming vote, and requires a 2/3 majority of those present for adoption.

Each Grange needs to have a current copy of the National Grange Digest and a copy of the State Grange By-Laws. The Master should, as a part of his/her responsibilities, become familiar with the Digest and By-Laws.

Any member may purchase a copy of the National Grange Digest of Laws or your State Grange By-Laws for their own use. Annual updates are available to these documents will be made available to you by request from the National Grange office.

Each Subordinate and Pomona Grange should have a current copy of its own By-Laws. The Master and Secretary should each have a copy and any member may request a copy for their own reference.

#### Master, Overseer, Secretary, Treasurer, Executive Committee Responsibilities

As the Master, Overseer, Secretary, Treasurer, and Executive Committee are the officers responsible for the finances of the Grange, they have a fiduciary responsibility to the Grange.

## Hall and Property

Many Granges are fortunate to have their own Grange Hall. Grange Halls are one of the most visible identifications of the organizations to the public and are one of our greatest assets. The following information is for those Granges that have their own Grange Hall.

### Use of Hall

If the Grange hall is owned by the Grange, then the membership sets its own rental policy and rates for allowing use of the building and grounds.

The members of each Grange determine which organizations may use their hall. However, each Grange must remain aware of other basic rules which may have impact on their renting of the hall or property. The Grange should determine the purpose for which the hall or property is being used to assure that no activity will reflect on the integrity of the Grange within the local community.

Political parties or candidates for office should rent only if and when there is no appearance of Grange support. We are non-partisan and must retain the image of fairness. Granges are encouraged to have candidate forums but must invite all candidates. If all candidates are invited, the Grange has fulfilled their responsibility.

Similarly, organizations that oppose Grange legislative policy must not give the impression of Grange support if allowed to use the Grange property.

### Hall Use Policy

Each Grange should have in its records a written policy of who may use the hall and what charges are made. This will protect the Grange, the members, and those using the Grange property. Some Granges allow members one free use of the hall each year and some allow community groups to use the hall for free, but these policies should be written and adopted by the Grange to protect whoever schedules the use of the hall.

### Rental Income

If a Grange receives a pre-arranged amount of money for use of the hall or property, it is considered rent by the IRS. Calling it a donation or gift, does not change its definition.

### Hall Use Agreement

A sample “Grange Hall Rental Agreement” is in appendix 1 (a digital copy is available on the National Grange website. The agreement should be used for everyone who uses the hall. Having a signed contract shifts the liability for the rental to the renter even if the Grange donates the use of the hall. The agreement will also help avoid many legal problems for the Grange if the renter fails to abide by the terms of the agreement. The agreement must be accompanied with a “certificate of liability insurance” to be provided by the renter’s insurance agent. The Grange must be shown as the “additional insured” on this certificate.

### Insurance and Value

Every Grange must carry property and liability insurance on its property. In the interest of protecting the officers and members and the Grange at all levels. Periodically the members should review the coverage to make sure it is adequate.

### Acquiring or Upgrading Property

Granges may acquire property by donation, purchase, or other means. There are no restrictions on how or when a Grange may acquire property or upgrade its current property. However, if a Grange must borrow money **and uses the Grange property for collateral**, the

Grange must secure the approval of the State Grange Executive Committee prior to finalizing the purchase or mortgage.

#### Selling, Encumbering (Mortgaging, Leasing), or Disposing of Grange Property

No Grange may sell, mortgage, lease or dispose of Grange property without first securing the approval of the State Grange Executive Committee. Grange law prohibits the Grange to use its property in ways that do not benefit Grange purposes.

Selling or leasing for long terms (such as cell phone towers, power transfer stations, etc.) or mortgaging Grange property should be presented in resolution form to the members and, if adopted, sent to the State Grange Executive Committee. If the committee approves the proposal, it may proceed.

In the case of a sale of property of a functioning Grange, following the approved sale, all but \$1,000 is turned over to the State Grange and placed in a trust fund for that Grange. The money remains property of that Grange but is managed and invested by the State Grange until that Grange needs it for a hall or hall improvements, or for use in accordance with the general purposes of the order. Use of the funds held in trust must be approved by the Executive Committee of the State Grange.

#### Reversion Clauses

Before any Grange can transfer property due to a reversion clause in a deed or contract, the State Grange Executive Committee must be notified and approve the reversion. Many reversion clauses in deeds are not valid due to changes in state law. The By-Laws require the Master of the State Grange to make every effort to reorganize any Grange that has become inactive for a period of seven (7) years, which prohibits any reversion of property.

## Finances

### Reporting

A report should be given at each meeting that states the current funds the Grange has, how any funds are invested, the source of any income and any accounts payable. The minutes should have the same information. When the Grange has a fund-raiser, a report on income and expenses should be completed for that event.

Any member may request to examine the records, but the Treasurer and/or Secretary should be present during such an examination.

Bills must be approved by the Grange before they are paid. Granges may preapprove specific expenses, but should set limits to protect the liability of the Treasurer.

### Cash, Checking and Savings Accounts

Granges should provide a checking and/or savings account. Most banks will require the Grange's tax ID number and a copy of the minutes showing election of officers or authorization of signers.

### Investments

Granges may make investments of all types. Savings accounts, money market accounts, CDs, stocks and bonds, or other types of investments are allowed under our rules. All investments must be made prudently and conservatively. The Executive Committee is responsible for the invested funds. A Grange may choose to only invest in certain types of investments, but members should remember that they are investing the money of the organization.

### Income Taxability

Grange income is not subject to taxation within limits set by the IRS. Check with your State Grange about state tax liability. Related income including dues, most fund-raising and reasonable rental income is usually not taxable.

### Tax Filing

Granges with an annual gross income of less than \$50,000 are required by the IRS to file a 990-N (e-Postcard) between May 1st and Sept 15th. Granges with an annual gross income greater than \$50,000 must file a 990 or 990-EZ tax form.

### Budgeting

Each Grange should develop an annual budget. A budget is a tool that estimates the income the Grange expects to receive and the expected expenses. A budget is never set in stone, and can be revised as necessary. The required annual financial report (sometimes referred to as the audit) provides valuable information for preparing the budget. It is the responsibility of the Master to assure that the financial report is prepared and presented to the Grange. Many grant applications will require budgets for the current year and, sometimes, for previous years.

An Annual Budget Template is located in appendix 2.

## Protection

### Incorporation

Incorporation protects all your members from personal liability on behalf of the actions of the Grange. It does not prevent someone from suing the Grange itself. Incorporation is strongly recommended.

### Insurance - Liability

Liability insurance protects the Grange when someone is bodily injured or their property is damaged on Grange property, due to the Grange's negligence. Liability coverage also protects the Grange if a member who is working on the hall is hurt. Having a liability policy may prevent legal problems when someone is hurt on Grange property.

### Insurance - Property

Property of the Grange should be insured against loss as it is normally the single greatest asset of a Grange. Depending upon the age and condition of your hall, it will be insured for replacement cost or actual cash value (ACV). Fire, wind and other losses are covered by the general policy, but things such as earthquakes and floods must be insured specifically or through other sources.

### Insurance - Fidelity Bonding

Each Grange is required by the National Grange Digest to bond the Secretary and Treasurer. Any officer or member who handles money for the Grange should also be bonded. Bonding insurance covers the loss of Grange funds. A bonding policy is available from the National Grange that covers all officer and members. A Grange should also check with its insurance agent to compare the National Grange premium costs with what the agent can provide. Specific information about bonding offered through the National Grange is in appendix 3.

# **Appendix 1**

## **Sample Grange Hall Rental Agreement**

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## RENTAL AGREEMENT

This (“**Agreement**”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ Grange No. \_\_\_\_\_, Patrons of Husbandry, Inc., a private, non-profit organization (“**Grange**”) and the party identified below as the tenant (“**Tenant**”). The Grange has agreed to rent to Tenant and permit Tenant to use those designated portions identified below (“**Rental Space**”) of the building known as the “Grange Hall” (the “**Building**”), located at \_\_\_\_\_ (“**Property**”) for the purposes set forth in this Agreement, pursuant to the following terms and conditions:

**The Tenant:** Name: \_\_\_\_\_

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

\_\_\_\_\_  
Telephone number: \_\_\_\_\_ Alternate number: \_\_\_\_\_

### **General Terms and Conditions of Rental:**

- A. All requests for use or rental of the Rental Space must be approved by the Grange. All persons wishing to use or rent the Rental Space must sign this Agreement and return it to the Grange by no later than ten (10) business days prior to the requested rental date.
- B. This Agreement and use of the Rental Space, Building and/or Property are subject to the Rules of Use of Grange Property (“**Rules of Use**”) attached hereto as Schedule A. By signing this Agreement, **Tenant agrees to abide by the Rules of Use and to exercise reasonable best efforts to ensure that all individuals present during Tenant’s use of the Rental Space, Building and/or Property abide by the Rules of Use. The Grange reserves the right to terminate this Agreement and request that Tenant and/or any guests or invitees of Tenant immediately vacate the Property for failure to comply with the Rules of Use.**
- C. Rental of the Rental Space is on an “as is” and “where is” basis. Tenant is permitted to access only those areas of the Building and Property specifically identified in Paragraph G below. No person(s) are permitted at any time to access or enter other areas of the Building. Use of any portion of the Property and the Building is at the sole risk of the Tenant, its guests and invitees. The Grange shall not be responsible for any injury that occurs during the rental of the Rental Space and disclaims any liability resulting from the rental or use of the Rental Space, Building, the Property, and any Grange facilities. No food or food service will be provided by the Grange.
- D. **Tenant shall deliver the Rental Space, Building and/or Property to the Grange in the same condition it was prior to the rental. Tenant shall be responsible for any damage to the Building, the Property, or any personal property of the Grange caused by Tenant or any of Tenant’s guests during Tenant’s use of the Rental**

**Space.** The amount of any security deposit or rental payment tendered by Tenant shall in no way limit the liability of Tenant for damages caused to the Rental Space, Building or Property during the rental. Tenant shall defend, indemnify and hold the Grange harmless from any liability, loss, or damage arising from Tenant's use of the Rental Space, Building, Property or any Grange personal property or facilities located therein or thereon.

E. The Grange is a private, non-profit organization, and reserves the right to rent, or decline to rent, its Building and/or Property to any individual and/or organization, to offer or deny discounts to select and/or affiliated individuals and/or organizations, and to donate the use of its Building and/or Property to charities or organizations, as it sees fit in its sole and absolute discretion.

F. **Payment of Rental Fees and Security Deposit:**

1. The amount charged for the rental is based on the Rental Space and applicable fees (as may be amended from time to time) identified below in Paragraph G.
2. **For the rental of any part of the Building, a security deposit in cash or a check payable to “\_\_\_\_\_ Grange”, together with a stamped envelope addressed to the Tenant, must be delivered to the Grange by no later than ten (10) business days prior to the rental date.**
3. **Payment by check or cash of the full amount of the rental fee must be received by the Grange by no later than [redacted] business days prior to the rental date.**
4. Grange reserves the right to refuse use and/or rental of the Building if Tenant fails to timely pay the Security Deposit and full amount of the rental fee, including if Tenant tenders a check that is returned for insufficient funds. If Tenant fails to timely pay the full amount of the Security Deposit and rental fee, the Grange shall have the right to rent the Rental Space to another party without any further notice to Tenant.
5. On or promptly after the rental date, a Grange member will inspect the Rental Space, Building and Property. If the Grange determines, in its sole and absolute discretion, that there has been no damage to the Rental Space, Building and Property, that the Rental Space, Building and Property are in as good a condition as prior to the rental, and there has been no violation of the Rules of Use, the Security Deposit shall be returned to the Tenant within thirty (30) days of the rental date. **If the Grange determines, in its sole and absolute discretion, that any of the Rental Space, Building and Property has been damaged or is not in as good a condition after the rental as it was prior to the rental, or if there are any missing fixtures or items of personal property, or if the Tenant or one of its guests failed to comply with the Rules of Use, the Grange shall so notify the Tenant in writing, retain the security deposit in full and apply the Security Deposit toward the Grange's reasonable costs of repair or replacement,**

as the case may be, or payment of any applicable fine. If the Security Deposit is insufficient to cover the aforesaid costs, the Grange reserves all rights to pursue the Tenant, together with any other responsible party, for the full value of the costs of repair and/or replacement, as the case may be, and associated fees and expenses, including reasonable attorney's fees and costs of suit, to make the Grange whole for all losses incurred.

G. **Identification of Rental Space and Rental Fee:** By and subject to the terms of this Agreement, the Grange agrees to rent and permit use by Tenant of the Rental Space as identified and indicated below:

1. The date of rental shall be: \_\_\_\_\_ until 11 p.m.  
for the purpose of

2. Tenant is renting use of the following property indicated (**please circle**)(collectively, the "**Rental Space**") and shall pay the fees listed:

**Building area:**

**Fee:**

a. The ground floor (dining room/kitchen) \$ \_\_\_\_\_ deposit + \$ \_\_\_\_\_  
rental =\$ \_\_\_\_\_

b. Both the ground and second floor \$ \_\_\_\_\_ deposit + \$ \_\_\_\_\_  
rental =\$ \_\_\_\_\_

**\*Deposit will be returned if all is clean, no problems, and NO alcohol. IF it is found that there was alcohol on premises, the deposit will be retained (See F5 above).**

H. **Cancellation Policy:** Either Grange or Tenant may cancel this Agreement **upon notice no less than seven (7) calendar days prior to the rental date without penalty.** If the Grange receives notice from Tenant that it desires to cancel this Agreement seven (7) or more calendar days before the agreed rental date, the Grange reserves the right to return in full any security deposit or rental payment Tenant tendered under this Agreement. If Grange receives notice less than seven (7) business days prior to the agreed rental date of Tenant's desire to cancel this Agreement, the Grange reserves the right to retain the Security Deposit and any rental payment Tenant tendered under this Agreement.

I. The terms of this Agreement shall supersede any oral representations or alterations to this agreement. Any changes to this Agreement shall be made in writing and signed by both the Tenant and a person authorized by the Grange to approve the change.

J. This Agreement shall be made pursuant to, and shall be governed by, and construed in accordance with, the laws of the **Commonwealth of Pennsylvania.** The parties hereby, by affixing their respective signatures below, each consent to the personal jurisdiction of the courts of the **state of \_\_\_\_\_** and the **United States District Court for the**

\_\_\_\_\_ District of \_\_\_\_\_, and further agree that any action or proceeding arising out of or related to this Agreement shall be commenced only in a court of competent jurisdiction located in \_\_\_\_\_ County, \_\_\_\_\_, or in the United States District Court for the \_\_\_\_\_ District of \_\_\_\_\_.

- K. In the event that one or more of the provisions of this Agreement or their application to any person or circumstance shall be held to be invalid, illegal, or unenforceable in any respect or to any extent, such provisions shall nevertheless remain valid, legal and enforceable in all such other respects and to such extent as may be permissible. In addition, any such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- L. **By signing this Agreement, Tenant certifies that he/she has read, understands, and agrees to abide and be bound by the terms and conditions listed herein and in the “Rules of Use”.**

**Signed and agreed to by:**

\_\_\_\_\_  
Grange member (signature)

\_\_\_\_\_  
Tenant (signature)

\_\_\_\_\_  
Grange member (print name)

\_\_\_\_\_  
Tenant (print name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Tenant acknowledges receipt of the “Rules of Use” (Schedule A, Page 4 of this Agreement).**

Signature or Initials of Tenant: \_\_\_\_\_

Signature or Initials of Grange member: \_\_\_\_\_

**PLEASE TAKE NOTE THAT THE GRANGE DOES NOT HAVE AIR CONDITIONING.**

**TOTAL OCCUPANCY OF BUILDING IS 100 People MAXIMUM.**

**Rules of Use of Grange Property**

- 1. All persons using the Grange Hall shall comply with all applicable federal, state, and local laws. **Children must be supervised** by an adult (over the age of 18) at all times.

Persons using the Grange Hall and their guests **are expected to stay on Grange property and respect the rights of Grange's neighbors. YOU ARE RESPONSIBLE FOR YOUR GUESTS' BEHAVIOR.**

2. **NO ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, OR OTHER ILLEGAL SUBSTANCES ARE PERMITTED IN THE GRANGE HALL OR OUTSIDE ON GRANGE PROPERTY.**
3. **No smoking** is permitted in the Grange Hall. Please use provided outdoor receptacle to dispose of smoking waste. No use of candles, incense, or open flame (other than candles on a cake) is permitted in the Grange Hall.
4. ACCESS TO ALL EXITS SHALL REMAIN UNOBSTRUCTED AT ALL TIMES. TOTAL PERMITTED OCCUPANCY OF BUILDING IS 100 PEOPLE MAXIMUM.
5. **NO LOUD NOISE OR MUSIC IS PERMITTED AFTER 9:00 P.M. SUNDAY THROUGH THURSDAY, OR AFTER 10:00 P.M. ON FRIDAY AND SATURDAY.**
6. **All activities shall conclude by 11:00 p.m.,** or such other time as directed by the Grange, or as required by local ordinance. **All persons shall vacate the premises by no later than 11:00 PM.**
7. **Moving of the benches in the second floor meeting room is prohibited. Any other furniture moved** during the use of the Grange Hall shall be returned to its original location unless prior approval has been obtained from the Grange. Please use care to avoid scratching floors, walls and other surfaces when moving furniture. **No items hanging on the walls shall be moved.** No property or Grange memorabilia shall be removed from the Grange Hall.
8. Persons using the Grange Hall are **prohibited from using tape, tacks, nails or staples on the walls to hang** decorations. Tape and tacks may be used to hang decorations from the wood trim, poles and ceiling only. **NO BALLOONS WITH STRINGS UPSTAIRS WHILE THE CEILING FANS ARE ON.**
9. Persons renting and/or using the Grange Hall shall provide general **clean up** as needed at the conclusion of the use **inside and outside** building. Vacuum, mops, brooms, and other cleaning supplies are located in the downstairs heater closet in the hallway to the restrooms. Persons using the Grange Hall **shall supply their own trash bags and are responsible for removing and disposing of all trash they produce.** Persons using the kitchen facilities shall not leave any items in the refrigerator and shall wash and clean all appliances, pots, pans, cooking utensils, countertops, etc., and leave the kitchen area in clean and broom swept condition. No persons are permitted to enter floors for which use has not been previously authorized. If use of the second floor only of Grange Hall has been granted, access to the ground floor is permitted solely for use of the restrooms. No person is permitted to enter the third floor of the Grange Hall.
10. Prior to leaving the Grange Hall at the conclusion of use, **all appliances and lights shall be turned off. The gas on the kitchen stove must be turned off. In addition, all**

**windows and doors shall be secured. If applicable, the heat shall be turned down to the specified temperature.**

11. Parking is available in the lot adjacent to the Grange Building. Anyone who parks in any other area must obtain the approval of the respective owner of that property. During winter, persons using the Grange Hall should exercise caution when walking and parking in the parking lot next to the Building because snow and/or ice may fall from the Grange Hall roof and/or accumulate in the parking areas, walkways, steps and porch.
12. If there are any problems, questions, complaints, or emergencies concerning the rental or use of the Grange Hall or Property, please contact one of the following Grange members:

Name:

Phone Number:

Email:

To receive your deposit back, the Rules of Use listed in your contract must be followed. Breaking of any of the rules may result in some or all of your deposit kept by the Grange. **No deposit will be returned if alcoholic beverages are served or any disturbances are reported.** A Grange inspection committee will complete an inspection the morning following your rental.

If all is satisfactory, in the sole discretion of the committee, your deposit in the form of a check will be mailed to you using the address on the front of the contract within the week.

CHECKOUT LIST:

- \_\_\_ Noise was turned down by 10pm. All guests have vacated and activity is over by 11pm.
- \_\_\_ All trash is picked up (inside AND OUTSIDE the building) and removed.
- \_\_\_ All of Tenant's property (decorations, food items, refrigerated items, etc.) is removed.
- \_\_\_ All surfaces (ex: tables, kitchen counters) are wiped clean.
- \_\_\_ All floors are cleaned by vacuum or mop, with special attention and care taken to any spills. Mops and vacuums are located in the downstairs hall closet/heater room or upstairs kitchenette.
- \_\_\_ All appliances are shut off, including fans, coffee pots, stove, etc.
- \_\_\_ All windows are closed and/or heat turned down as instructed on both floors.
- \_\_\_ All lights turned off.
- \_\_\_ Key left on kitchen counter by door.
- \_\_\_ All doors locked and closed properly behind you.

If you have any problems with the building, please call one of the phone numbers listed on your contract. A Grange member may come by during your activity and around 11pm.

**YOU ARE RESPONSIBLE FOR YOUR GUESTS!**

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# **Appendix 2**

## **Sample Subordinate Grange Budget Template**

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# ANNUAL SUBORDINATE GRANGE BUDGET TEMPLATE

Grange # \_\_\_\_\_

## Revenue:

|                        |                 |
|------------------------|-----------------|
| Dues & Applicaton Fees | \$ _____        |
| Events                 | \$ _____        |
| Grants                 | \$ _____        |
| Donations              | \$ _____        |
| Other Revenue          | \$ _____        |
| _____                  | \$ _____        |
| _____                  | \$ _____        |
| _____                  | \$ _____        |
| <b>TOTAL REVENUE</b>   | \$ <u>_____</u> |

## Expenses:

|                                |                 |
|--------------------------------|-----------------|
| Per capita due to State Grange | \$ _____        |
| Rent                           | \$ _____        |
| Insurance                      | \$ _____        |
| Utilities                      | \$ _____        |
| Taxes                          | \$ _____        |
| Events                         | \$ _____        |
| Other Expenses                 | \$ _____        |
| _____                          | \$ _____        |
| _____                          | \$ _____        |
| _____                          | \$ _____        |
| <b>TOTAL EXPENSES</b>          | \$ <u>_____</u> |

**SURPLUS/DEFICIT** \$ \_\_\_\_\_

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# **Appendix 3**

## **National Grange Bonding Insurance Information**

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## Bonding

Each Grange is required by the National Grange Digest of Laws to bond the Secretary and Treasurer. Any officer or member who handles money for the Grange should also be bonded. Bonding insurance covers the loss of Grange funds. A bonding policy is available from the National Grange that covers all officer and members. A Grange should also check with its insurance agent to compare the National premium costs with what the agent can provide.

The table below details the amount of coverage and the annual premium for bonding offered through the National Grange.

### NATIONAL GRANGE BOND PROGRAM 2019 COVERAGE RATES

For bond coverage effective January 1, 2019 – December 31, 2019

| Community Grange Coverage Level<br>Basic \$5,000 coverage = \$50 premium | Total Premium |
|--|---------------|
| \$5,000  | \$50          |
| \$7,500  | \$59          |
| \$10,000   | \$67          |
| \$12,500   | \$72          |
| \$15,000   | \$77          |
| \$25,000   | \$99          |
| \$30,000   | \$106         |
| \$40,000   | \$121         |
| \$50,000   | \$136         |
| \$75,000   | \$168         |
| \$100,000  | \$189         |

\* For Granges requesting coverage of \$200,000 or greater, additional information will be needed to complete your enrollment. Please contact your State Grange for details.