

# Quonochontaug Grange Rental, Insurance & Parking Requirements Policy

Effective August 3, 2016

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## **I. Quonochontaug Grange Rentals**

- A. Except for use by the Girls and Boys Scouts, and by members of the Dunn's Corners Fire Department as specifically provided for in the master lease agreement by and between the Dunn's Corner Fire District, as Lessor, and The Friends of the Quonochontaug Grange, Inc, as Lessee, all users of the Quonochontaug Grange shall pay the rental fees then in effect applicable to such use, as set forth on the Quonochontaug Grange Rental Fee Schedule.
- B. Rental Fees, by check made payable to "Friends of the Quonochontaug Grange, Inc. (FOTQG)," shall be due, payable and delivered to the Quonochontaug Grange Rental Manager no later than 3 days prior to the first day of the scheduled use.
- C. Notice of Cancellation: During the months June to September, a three (3) week notice of cancellation is required and during the other calendar months, a one (1) week notice is required, otherwise the rental payment will be forfeited. Should another party subsequently rent the space for the period(s) cancelled, the forfeited rental shall be returned.

## **II. Insurance Requirements**

- A. General Insurance Requirements. Except as provided in Section B below, all users of the Quonochontaug Grange shall have in effect, at the time of such use, a comprehensive property casualty and general liability insurance policy with limits of no less than \$500,000 per occurrence and \$1,000,000 in the aggregate, a certificate for which evidencing the existence of such coverage shall be provided as an attachment to the

dated and signed Quonochontaug Grange Use Agreement submitted to the Quonochontaug Grange Rental Manager.

- B. Exceptions. Unless otherwise deemed necessary by the Quonochontaug Grange Rental Manager, the General Insurance Requirements set forth in Section A. above will not apply to the following users of the Quonochontaug Grange:
1. Regular meetings of Girls and Boys Scouts Troops;
  2. Use by no more than fifteen (15) individuals for the limited purpose of a meeting, discussion, playing of board games or musical instruments or other small, gathering that is NOT open to the public and for which no fee for admission is charged.
  3. Use by no more than fifty (50), family members and friends, unless this limit is waived by the Grange Rental Manager, for a party or other use gathering that is NOT open to the public and for which no fee for admission is charged;
  4. Use by a family to conduct a memorial service or other commemorative gathering for which no fee for admission is charged.
- C. Public Gatherings and Meetings by Community Organizations. Except for a memorial service or other commemorative gathering for which no admission fee is charged, all (i) gatherings of any kind that are either open to the public or for which an admission fee is charged; and (ii) all meetings and gatherings, formal or informal, hosted by an incorporated or other legally-constituted community organizations, entities and groups, shall comply with the General Insurance Requirements set forth in Section A.

### **III. Rental Parking Requirements**

- A. Parking shall be in designated areas only (reference parking diagram).
- B. If more than twenty (20) cars are anticipated for the event/meeting, the user shall provide “parking attendants” to direct attendees to designated parking areas.