

**FRIENDS OF THE QUONOCHONTAUG GRANGE, INC.
QUONOCHONTAUG GRANGE USE AGREEMENT**

Name of Group/Organization (User) _____

Name of Responsible Party: _____

Address _____

Phone Number(s) _____

Contact Person _____

Email Address _____

Date(s) and time(s) of meeting or event Date: _____ Time: From _____ to _____

Reoccurring ___ No ___ Yes Duration- From: _____ To: _____

Description of meeting(s) or event(s) _____

Number of Attendees: _____

Room(s) being reserved: ___ Upper Level ___ Lower Level ___ Both

Use of AV Equipment Requested: ___ No ___ Yes Use of Kitchen Facilities Requested: ___ No ___ Yes

Use of Kitchen Refrigerator **Only** Requested: ___ No ___ Yes **Total Fee Charged: \$** _____

User hereby (1) acknowledges receipt, from Friends of the Quonochontaug Grange, Inc.(FOTQG), a Rhode Island not-for-profit corporation, of the Grange Hall Use Policy, and Instructions for Grange Hall Use and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in the Grange Hall Use Policy, which are attached hereto and incorporated herein by reference, (2) requests use of the Quonochontaug Grange as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with the Grange Hall Use Policy in connection with such use, including all guidelines, requirements, restrictions and other provisions set forth in such Grange Hall Use Policy and Instructions for Grange Hall Use, and such additional requirements and restrictions as may be communicated on behalf of FOTQG to the above-named group or organization prior to or during the course of such use.

Date _____ Signature _____

Title _____ Print Name _____
Authorized Representative

Accepted by Friends of the Quonochontaug Grange, Inc.:

Date _____ Signature _____

Title _____ Print Name _____

**FRIENDS OF THE QUONOCHTAUG GRANGE, INC.
TERMS AND CONDITIONS APPLICABLE TO QUONOCHTAUG GRANGE HALL USE**

Thank you for selecting the Quonochontaug Grange Hall (Grange) for your event. To insure that your event will go smoothly, FOTQG requires that a walk through of the facility be conducted prior to and after the event. During the walk through, use of the facility will be explained, any questions will be answered and any special needs can be discussed with the FOTQG representative.

General Terms, Conditions, Guidelines and Requirements:

1. For purposes of this policy, any reference to "facilities" includes the premises, land, building, fixtures, equipment, furniture and any other property located at or within the confines of the Quonochontaug Grange.
2. User is required to abide by all FOTQG guidelines, requirements and other restrictions regarding the use of the Grange facilities and is responsible for all attendees and their adherence to such guidelines, requirements and other restrictions.
3. User agrees to use utmost care in the use of Grange facilities and agrees to leave the facilities in good, clean condition.
4. All requests for use of the Grange are subject to approval by FOTQG.
5. Each group or organization is required to complete and deliver to FOTQG's designated representative a signed agreement and certificate of insurance as required by this agreement.
6. Rental Payment – A payment in the form of a personal check, cash, or money order is required for the rental of the facility. If your event is cancelled, please notify FOTQG immediately so the facility may be available to others.

Insurance:

Each outside group or organization must furnish to FOTQG a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the FOTQG as an additional insured for purposes of its, and its attendees use of the Grange.

Additional Requirements and Restrictions:

1. User, for itself and, as applicable, all of its officers, directors, members, employees, shareholders, principals, attendees, guests, vendors, agree to release, protect, defend, indemnify and hold harmless FOTQG and its directors, officers, members, staff, agents and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of, or otherwise related to, its and their use of the Grange facilities including, without limitation, (a) any loss of or damage to any property brought in or to the Grange facilities by the User, whether owned, leased or otherwise under the control or in the custody of by the User; or (b) any damage to the Grange facility, any interior or exterior portion of it, or any of the surrounding land, landscaping, driveways and parking areas caused by or associated with the delivery, unloading, preparation, use, movement, retrieval, re-loading, transport or any other act related to such property.
2. In the event of damage to the Grange facilities during the event, User shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the FOTQG Board of Directors or their designee and shall pay the FOTQG for such repair and replacement costs upon demand.
3. User agrees to leave the facilities in "broom" clean condition. All items such as tables, and chairs, shall be put away or restored to original positions. Under no circumstances will Grange equipment be removed from the facility. User will be held responsible for any loss or damage to the property caused by its use. **A FEE OF EQUAL REPLACEMENT COST WILL BE CHARGED.**
4. For children and youth events, the applicable group or organization must provide adequate adult supervision for all use.
5. Permission and authority to use Grange facilities is granted only to User and may not be assigned, transferred or in any other manner granted to any other persons or organizations.
6. User shall confine itself, its attendees and all activities to the areas provided for in their Grange Hall Use Agreement and will not exceed the capacity limits of requested facility areas.
7. **The use of tobacco products, alcoholic beverages or drugs on Grange premises is strictly prohibited.**
8. No group or organization shall use any Grange facilities in any manner or for any purpose that violates, is in conflict with or contradicts the laws of the State of Rhode Island, the ordinances of the Town of Charlestown or the rules and regulations of the Police and Fire Department or other municipal authorities that have authority over the Grange facilities.
9. User assume all liability for any materials and equipment left at the grange and holds FOTQG harmless for any damage incurred.

These terms, conditions, guidelines and requirements are applicable to use of the Grange facilities by any groups or organizations (including individuals). They are by no means intended to cover every facet of use of Grange facilities. They control and supersede all prior oral or written statements regarding the specific subject matter hereof. No FOTQG representative has any authority to waive or enter into any agreement or arrangement contrary to these terms, conditions, guidelines and requirements without the express written approval of FOTQG.