

RENTALS

PURPOSE

One of the missions of the Glide Community Club is to develop and maintain the Glide Community Center to provide an inviting and versatile facility to meet the community's changing needs. These policies and procedures allow the Club to fairly and responsibly manage the use of the Center and its Annex so that they continue to benefit individuals and organizations in the community as a gathering place and a center of community life.

POLICIES

Unless otherwise noted, these policies apply to any rental or function not organized or initiated by the Glide Community Club.

1. **Types of Rentals:** There are four categories of rentals:
 - a. No rental charge
 - b. No rental charge, but fee required to reimburse building operating costs
 - c. Negotiated reduced rates because of ongoing repeat rentals
 - d. Standard one-time rental rates
2. **Authority:** The Board of Directors has the authority to refuse rental, to grant or deny waiver of rental charges, to require and set alternate fees to cover building costs, to negotiate reduced rates, and to set standard rental rates.
3. **Youth groups:** There are no rental charges or fees for Scout groups and similar youth groups open to wide membership.¹
4. **Waiver of rental charge:** The board may decide to grant one-time waiver of the rental charge for use of the building. A user must request a waiver from the board. The board shall decide on a case-by-case basis, considering the following points.
 - a. **Inclusiveness:** The event should be open to anyone in the community and potentially of interest to a significant portion of the community. The event may be limited to an age group or gender (for example, children, teens, seniors, women), as long as anyone in that group may attend.
 - b. **Admission cost:** Normally, no admission should be charged. If donations are accepted to help defray expenses, an amount must not be specified and a donation must not be required for admission. However, on a case-by-case basis, an admission charge or suggested donation may be allowed if the event is raising funds for a cause that the board votes to support.
 - c. **Purpose:** The purpose of the event should be compatible with the GCC mission.
 - d. **Exclusions:** The following types of events are not eligible for waiver of rental fees:
 - personal celebrations (for example: weddings, anniversaries, birthdays)
 - events promoting or supporting a religious belief
 - events promoting or supporting one political party, candidate, or measureThe standard deposit is required when the rental charge is waived.²
5. **Fee to reimburse costs:** The board may waive the standard rental charge but require a fee to reimburse building operating costs. In setting this fee, the board will consider actual costs of electricity, water, fuel oil, and cleaning, and prorated costs of sewer, trash removal, pest control, insurance, phone, and building maintenance.
6. **Receipts:** Receipts will be issued when the renter pays the Rental Manager and when the Rental Manager turns over funds to the Treasurer.
7. **Rental Agreement:** The standard written Rental Agreement (Attachment 1) will be completed for each use of the building, whether or not the rental charge has been waived, and whether or not the function was organized or initiated by the GCC, unless there is an agreement for repeated rentals.
8. **High risk renters:** Any rental which places higher than normal wear and tear on the building or equipment or any renter who has previously forfeited a deposit will be reviewed by the board before rental is approved. Rental may be refused, special conditions may be placed on such users, or

additional deposit or fees may be charged.

9. **Annex:** Rental of the Annex includes use of the overhang area. Rental rate for renting just Annex or just overhang alone will be the same as for renting Annex and overhang.³
10. **Cancellations:** If a renter (including one who has been granted a rental charge waiver) cancels a reservation and a potential renter was turned away before the cancellation, the deposit is forfeited, whether or not the building is later rented for that time. Otherwise, any deposit and rental charge paid will be returned in full.
11. **Rules:** The Rental Rules (Attachment 2) are considered to be part of these rental policies.
12. **Rental Manager:** A Rental Manager, appointed by the Board, is responsible for the day-to-day administration of rentals. The Rental Manager receives direction from the President. (See Attachment 3 for the Rental Manager Position Description.)

PROCEDURES - One-Time Rentals

1. **Reservation:** Potential renter contacts Rental Manager. Rental Manager discusses availability and the purpose of the rental and provides information about rates, rules, and procedures. When the renter commits, the Rental Manager notes the event on the Rental Manager's calendar and on the club calendar. For high risk rentals (as defined in policy #7), the rental request is forwarded to the Secretary for placing on the next board meeting agenda.
2. **Waiver of Rental Charge:**
 - a. A potential user who wishes to be granted a waiver of the rental charge completes a Request for Waiver of Rental Charge (Attachment 4). All sections of the form must be filled out. The form can be obtained from the Rental Manager or the GCC website. The Rental Manager provides the date of the next board meeting.
 - b. The form is sent to the Secretary, who places the request on the agenda for the next board meeting. A representative of the organization or individual making the request must be at the meeting to answer any questions, or the request will be removed from the agenda. If a representative is present, the board discusses and votes upon the request. The board may vote to require a fee to cover building operating costs. That fee is noted on the form.
 - c. The completed request form, signed by the President, is given to the Rental Manager.
 - d. If the waiver is approved, the Rental Manager is authorized to issue keys at no charge or with only a fee for operating cost reimbursement, as noted on the bottom of the form. Procedures for the Rental Agreement and deposit are the same as for full-price rentals.
3. **Potential Conflict:** If another potential renter requests a rental that conflicts with a previous reservation, the Rental Manager records the potential renter's contact information. If the first renter has not yet paid, the Rental Manager contacts him or her. The first renter must pay the rental charge and deposit within 24 hours or lose the reservation. In that case, the second renter must pay the rental charge and deposit within 24 hours of being notified that the building is available.
4. **Payment:**
 - a. The renter pays the rental charge and/or fees and the deposit by cash or check. If paid by check, the deposit should be paid separately. The Rental Manager issues the renter a receipt.
 - b. The Rental Manager places payments in the Building Rental Envelope (Attachment 5) and records the following information:
 - date deposit received
 - name
 - address
 - phone number
 - email (if available)
 - what part(s) of building rented (hall, kitchen, annex)
 - amounts of rental and deposit
 - date of event

- type of event
 - contact information for anyone who requested the same date
 - c. The Rental Manager notifies the Treasurer that a payment has been received. The Treasurer picks up the rental payment and takes it to the bank. The deposit is retained by the Rental Manager in the envelope until after the event.
5. **Rental Agreement:** The renter signs the Rental Agreement and Rules (Attachments 1 and 2) in the presence of the Rental Manager. Payment of all charges, fees, and deposits must be made before signing the agreement. The renter receives a copy and the Rental Manager retains the club's copy.
6. **Keys:**
- a. Keys are issued ordinarily not more than 2 business days before the event, and not until a Rental Agreement has been signed. The Rental Manager provides the renter with keys to the building rented (main or annex). If the renter has placed a deposit for use of the sound system, that key is provided also.
 - b. After the event, the renter should leave main building and sound system keys in the drop box inside the door. Annex keys can be dropped there if the building is open, or else should be returned to the Rental Manager the first business day after the event.
7. **Return of Deposit:**
- a. If the reservation is cancelled and no one else has asked to rent at the same time, the deposit and any rental charge or fee paid is returned. The renter signs the bottom of the Rental Agreement to acknowledge receipt.
 - b. If the reservation is cancelled and another potential renter for the same time has been turned away, the deposit is retained. The Rental Manager documents the retention on the Rental Agreement.
 - c. After the event, the deposit refund checklist on the agreement is used by the renter to ensure the building is cleaned appropriately and left in good condition.
 - d. The Rental Manager checks that the building is clean and damage-free. If so, the Rental Manager returns the deposit payment to the renter. The renter signs the bottom of the Rental Agreement to acknowledge receipt.
 - e. If the building was damaged or not fully cleaned:
 - (1) The Rental Manager informs the renter that the deposit will be retained and, if there was damage, that the full cost of repairs will be charged when known.
 - (2) The Rental Manager documents the retention on the Rental Agreement and records the renter's name on the list of deposit forfeiters.
 - (3) The Rental Manager notifies the cleaning crew, if cleaning is required, and the Treasurer. The Treasurer picks up the deposit and takes it to the bank.
8. **Reporting:** The Rental Manager prepares a rental report for the board every quarter (January - March, April - June, July - September, October - December) using the Rental Report form (Attachment 6). The report is given to the Secretary for distribution at the next board meeting.
9. **Records:**
- a. Copies of Building Rental Envelopes are given to the Treasurer along with the funds, for filing in accordance with the Records Management Policy and Procedure.
 - b. Rental Agreements are retained by the Rental Manager. Quarterly, these records are turned over to the Secretary, along with the rental report, for filing in accordance with the Records Management Policy and Procedure.

NOTES:

- 1. Voted by membership 6-11-1958.
- 2. Minutes, membership meeting 7-10-2012.
- 3. Minutes, membership meeting 7-10-2012.

REVISIONS:

- 2-22-17 Corrected "dishwasher" to "sanitizer" in Attachment 2, item 6.

ATTACHMENT 1
RENTAL AGREEMENT

GLIDE COMMUNITY CENTER - RENTAL AGREEMENT DRAFT Rev. 6-13-2013

Renter's Name _____ Telephone # _____

Date of Event _____ Time of Event _____

Purpose of Event _____

MAIN BUILDING (including kitchen)

RATES: Up to 4 hours \$60.00 Rental Charge Check # _____
Over 4 hours \$110.00
Deposit \$100.00 Deposit Check # _____
Deposit - sound system \$50.00 (additional)

DEPOSIT REFUND CHECKLIST

- All decorations and tape removed
- All rectangular tables stored under stage
- 4 tables with chairs set up as per diagram
- Other tables and chairs (not over 5 high) in assigned area
- Floors swept, mopped if necessary, and undamaged
- All trash placed in dumpster
- Bathrooms clean *[explain what this should include]*
- Kitchen clean (items from kitchen checklist below)
- Sound system in working order
- All fixtures and appliances in working order
- Heater returned to "Run" setting
- All lights and fans turned off
- Key(s) # _____ returned

KITCHEN ONLY

RATES: Full day \$50.00 Rental Charge Check # _____
Deposit \$75.00 Deposit Check # _____

DEPOSIT REFUND CHECKLIST

- All personal items removed
- Stoves and refrigerator clean and in working order
- All sinks and counters clean
- All utensils returned to proper areas
- Floor wet mopped
- All lights turned off
- Key # _____ returned

ANNEX

RATES: Full day \$25.00 Rental Charge Check # _____
Deposit \$25.00 Deposit Check # _____

DEPOSIT REFUND CHECKLIST

- All personal items removed
- Tables, sawhorses, and chairs replaced
- Floors swept
- All trash placed in dumpster
- All lights turned off
- Key # _____ returned

EQUIPMENT ONLY

RATES: Minimum Charge \$10 Rental Charge Check # _____
Includes 2 brown tables and/or 16 folding chairs
Additional brown tables \$2.00 each
Additional folding chairs \$0.50 each

I have read, understand, and agree to the terms set forth above and in the GCC Rental Rules. I understand that I may be liable for any uncleanliness or damage not reported immediately after I enter the building.

Renter's Signature _____ Date _____

I acknowledge that the deposit was returned to me. _____
Renter's signature Date

OR

The deposit was retained because _____
GCC representative initials Date

**ATTACHMENT 2
RENTAL RULES**
(reverse side of Rental Agreement)

1. The person signing the rental agreement is considered to be the renter.
2. The renter is responsible for assuring that persons who use the facilities during the rental comply with all federal, state, and local laws and with the agreement, including all of these rules.
3. Keys for the Glide Community Center and the Annex should be signed out from the Club representative before 5:00 p.m. and not more than 2 days before the day of the event. All rental costs and deposits must be paid before any keys will be issued. All keys must be returned by the first business day immediately following the event. Use the “Key-Drop Box” in the entry if possible.
4. The building will be available at no extra charge an hour before the event for setting up and an hour after the event for cleaning, unless otherwise arranged.
5. Renters must be 18 or older. Any event including minors must be chaperoned throughout the event. Adults must remain after the event to supervise and certify all cleanup.
6. Kitchen rental includes the use of counters, utensils, cookware, and appliances except the steam table and sanitizer. Prior approval is required to use the steam table and sanitizer.
7. Renters selling food or drink are responsible for obtaining a Health Department permit.
8. The GCC reserves the right to refuse rental if the rental activity conflicts with club rental policies.
9. GCC reserves the right to make emergency repairs at any time.

I have read and agree to these rules. _____
Renter's initials

DEPOSITS

10. The renter shall be liable for costs of any damage, replacement, or cleaning resulting from the rental. This includes costs arising from misuse, vandalism, or carelessness and is not limited to the items in the Deposit Refund Checklist. Deposit will be forfeited and used to cover these costs. If costs exceed the amount deposited, the renter shall be liable and be charged the difference.
11. The renter shall be responsible for cleanup and closing the building, as specified on the deposit refund checklist. That person shall be deemed the liable party for all damage, replacement or cleaning.
12. Deposit will be refunded after keys have been returned and building has passed inspection for damage and cleanliness.
13. Cancelling this contract before the rental date may result in forfeiting deposit if another renter has been turned away because of this contract.
14. For any renter who forfeits a deposit for any reason, future rentals will require a deposit 1½ times the standard rate.

I have read and agree to these rules. _____
Renter's initials

RULES DURING USE

15. Smoking is not permitted in any of the Club structures. Smoking is permitted outside the buildings, at least 10 feet from the door. Dispose of cigarette butts appropriately.
16. Consumption of alcoholic beverages is not permitted on GCC property. Alcoholic beverages may not be brought into any of the buildings.
17. Animals are not permitted in the building, except service animals.
18. Children shall not be allowed to play on the stage, with the sound system or piano, or in the kitchen. Appropriate use of these facilities by children is permitted.
19. No tacks or nails are to be driven into the walls. No “Scotch” tape will be affixed to walls or trim. Masking tape may be used to affix signs or decorations. Picture wire is also installed on the walls for hanging items.
20. Lift, DO NOT SLIDE, heavy objects, tables, and chairs to prevent scratching the floor.
21. All spills must be mopped up immediately to avoid floor or equipment damage. Renter may use

- cleaning equipment and supplies stored in the kitchen and janitorial closet.
22. No property, including chairs and tables, is to be removed from the building(s) unless prior arrangements have been made.
 23. Do not use or move the bingo machine, television, or sound equipment without prior approval.
 24. All exterior doors must be kept closed when heat is on.
 25. All fire exits must remain unobstructed at all times.
 26. Fire marshal occupancy restrictions shall be followed. The maximum occupancy of the main building is 241 people.

I have read and agree to these rules. _____
Renter's initials

**ATTACHMENT 3
RENTAL MANAGER POSITION DESCRIPTION**

RENTAL MANAGER

Purpose: To manage the day-to-day renting of GCC facilities

Appointed: By the board

Reports to: President

Duties:

1. Keeps the club calendar, recording when facilities are scheduled or rented for any activity.
2. Manages one-time rentals of GCC facilities. This includes:
 - a. Serves as the official contact for potential renters.
 - b. Reviews proposed use of building. If there is possible conflict with club values or possible damage to building and/or equipment, immediately forwards rental request to the President.
 - c. Advises potential renters about:
 - when facilities are available;
 - available equipment (tables, chairs, kitchen equipment, sound system, etc.);
 - charges and deposits;
 - rental rules.
 - d. Completes rental agreements.
 - e. Provides key(s).
 - f. Receives revenues.
 - g. Checks facilities after rentals to verify:
 - heat is returned to correct setting;
 - no water is running;
 - no damage was done;
 - any equipment used is present and in working condition;
 - all cleaning and other items on deposit refund checklist were done.
 - h. Retrieves key(s) from drop box.
 - i. Determines whether deposits should be returned, and either returns them or explains to renters why not. Maintains list of renters who have forfeited deposits.
 - j. Contacts and schedules cleaners, if necessary.
3. Manages GCC keys available for the use of renters and GCC members.
4. Reports quarterly to the Board on
 - a. number and types of rentals;
 - b. number of deposits retained and why;
 - c. inquiries that did not result in rentals because of problems with scheduling or facilities;
 - d. comments, complaints, and suggestions from renters;
 - e. any other comments, issues, or problems.
5. Retains rental agreements and payment documentation. Periodically, turns over these records to the Secretary and Treasurer for filing.
6. Alerts President of any problems or issues that need immediate attention.
7. Is not responsible for contract negotiations for long-term or repeated rentals or for reduced rates.

ATTACHMENT 4
REQUEST FOR WAIVER OF RENTAL CHARGE

Send to: GCC Secretary
PO Box 397
Glide, OR 97443

GLIDE COMMUNITY CENTER
Request for Waiver of Rental Charge

Date of next board
meeting _____

We request that the Glide Community Club Board of Directors waive rental charges for use of the Glide Community Center. A representative of the requestor will be at the next board meeting to answer questions.

Name of event _____ Date of event _____

Type and purpose of event _____

Will this event: Be a personal celebration (wedding, birthday, anniversary, etc.)? Yes No
Promote or support a religious belief? Yes No
Promote or support a political party, candidate, or measure? Yes No

Who will likely attend this event? _____

Will admission or donations be requested from attendees? Yes No If yes, please explain:

Why should the GCC waive rental charges for this event? _____

If a waiver is not granted, what are your alternatives? _____

Organization _____

Primary Contact _____ Request date _____

Title _____ Phone _____ Email _____

Waiver denied Waiver approved; building operating cost reimbursement required: \$ _____

President's signature

Date

**ATTACHMENT 5
BUILDING RENTAL ENVELOPE**

<p>Conflicting Rental Request Info: _____ _____ _____</p>	<p>Glide Community Club Building Rental</p>
<p>Date _____</p>	<p>Main Bldg _____ Kitchen _____ Annex _____</p>
<p>Name _____</p>	<p>Amount of Rental _____</p>
<p>Address _____</p>	<p>Deposit _____</p>
<p>_____</p>	<p>Date of Event _____</p>
<p>Phone _____</p>	<p>Type of Event _____</p>
<p>Email _____</p>	
	<p>Rev. 6-14-13</p>

**ATTACHMENT 6
RENTAL REPORT**

GCC RENTAL REPORT

Year: _____ Jan - March April - June July - September October - December

NUMBER OF RENTALS

Facility	Number of rentals	Revenue
Main building - full day		
Main building - partial day		
Kitchen only		
Annex		
Equipment (tables, chairs, etc.)		
TOTAL		

RETAINED DEPOSITS

Date of event	Renter	Reason deposit retained

LOST RENTAL OPPORTUNITIES

Date of event	Renter	Reason rental lost (schedule, facility problem, rule problem, etc.)

COMMENTS, COMPLAINTS, OR SUGGESTIONS FROM RENTERS:

OTHER COMMENTS, ISSUES, OR PROBLEMS:

Date

Rental Manager