

Grange Hall Rental Policies & Procedures 2021

Rev. 5.21.21

The Grange is available for use from spring (after freeze) and until October 31st (or first hard freeze) each year. The Grange is winterized and no heat available after freeze.

New Hampshire State COVID Guidelines are strictly enforced when using the Grange.

1. All parties shall complete the "Permit for Use of Grange Hall", and submit a security deposit check for \$50.00 made payable to the Town of Kensington. The application may be either paper delivered to the Town Assessor's Office, or emailed to KensingtonGrange5@gmail.com. The security deposit covers the reservation, physical facilities, IT equipment, and all non-routine operational costs. It will be returned to the renting party upon inspection of Hall post event date if there are no damages, the required cleanup is done, and keys returned. If damage occurs in excess of the deposit amount, renting party will be billed for the cost to repair the damages.
2. Grange rental hours are 9 a.m. to 10 p.m. seven days a week during the available season. All exceptions must be approved in writing by Grange Trustees prior to the application approval.
3. Town sponsored events require no additional liability insurance.
4. Prior to approval, Non-Town sponsored events must provide a copy of a liability policy of \$1 million dollars (can be purchased through Primex Tulip Program) naming the Town of Kensington as co-insured. Documentation must be submitted to the Town Assessor's Office or a Grange Trustee. Information on the Tulip Program is available from Town Office or via Grange web page.
5. For all rentals, the Permit Application must indicate whether alcohol will be served or sold. If alcohol is present during the event, the liability insurance document submitted must reflect coverage that includes the serving or selling of alcohol.
6. The Grange Hall maximum occupancy load will be determined by current COVID guidelines. Information can be provided to interested applicants prior to permit submission, or upon receipt of initial permit request. Due to fire and safety code, these maximums cannot be exceeded. The Permit Application must contain an accurate maximum number of attendees for the planned event and a preview of applicant's plans to meet the COVID guidelines.
7. Grange Hall Use Fees:
 - If event is offered by a charitable organization and offered to the public at no charge, no user fee is assessed.
 - If the event is private, or by invitation/admission only, the use fee is \$100.00 for the event date. This applies even if the renting party is a charitable organization.

8. Upon receipt of paper Permit for Use, the Town Assessor's Office will scan and forward to KensingtonGrange5@gmail.com (Grange Trustees) for their review. Applicants can also download permit from web page and send directly to the Trustee email account. A Grange Trustee will contact applicant to discuss application and arrange for a site visit to Grange to finalize application content.
9. Once approved by all Trustees, the Permit will move to the Safety Officer and Board of Selectmen for final consideration.
10. Trustees will maintain Grange Hall Use Calendar. Approval by Selectmen Board will trigger reservation of date on calendar.
11. Upon final approval of Permit Application by Board of Selectmen, a Grange Trustee will notify applicant and arrange for finalization of details of the event/use.

Process After Approval of Permit

1. Renting party is responsible for all event set up, decoration, cleanup, and rubbish removal, at their expense. Trustees will inspect Grange prior to return of security deposit.
2. Grange keys may be picked up at Town Hall within 48 hours of the event, and must be returned within 24 hours after event. Keys may be placed in the black lock box located on the side of the building by the main door at the Town Hall. A \$20 fee will be assessed in the event of lost/misplaced keys.
3. Grange contains 16 six foot long tables, and approximately 100 folding chairs which are available for renter's use. Tables and chairs must be sanitized and returned to storage after use. The kitchen refrigerator and stove are available for use (within the safety guidelines) The stove may only be used to heat or reheat food – no cooking is allowed. If renter desires to use the dishes at the Grange, this must be stated in the application and approved by Trustees. Kitchen must be thoroughly cleaned, including all dishes washed and returned to storage, after use.
4. The applicant (or an identified member of the organization/family) must be present at all times during the event for safety and security reasons. A member of the renting party who will be present during the event, must be briefed on emergency evacuation procedures and certify they will ensure these procedures will be followed should it become necessary.
5. If the PA system (microphone & speaker system) use is requested in the application, a Grange Trustee will brief a member of the renting party on proper use of the system.
6. Parking for Grange events is available in the Kensington Elementary School parking lot across Route 150 through the Kensington Library yard. Applicant must obtain permission from Kensington Elementary School personnel prior to event. The Grange Hall offers orange safety cones, as well as Pedestrian Crossing cones for renter use. When used, these items must be returned to the interior of the Grange Hall prior to leaving/closing the Hall event.
7. Renting party is responsible for checking with the Kensington Police Dept for rules on when a Police Detail is required for an event. Any Police Detail expense incurred is the responsibility of the renting party. (Approximately \$85.00 per hour currently in 2021).

8. Grange Trustees will inspect the Grange Hall within 24 hours after event. If no damage is noted and clean up procedures have been followed, security deposit will be returned to renting party within 5 business days.

Restrictions on Use

- Smoking inside the Grange Hall is prohibited. There may be no open flames (candles or other) inside the Grange. Use of battery operated candles is allowed.
- No tacks, staples, putty, or tape may be attached to walls, ceiling, or lighting fixtures. Blue painter's tape may be used.
- Building lighting may not be modified without express permission of Grange Trustees prior to reservation approval.
- Piano or other furniture may not be moved without permission of Grange Trustees.
- No signs may be attached to interior or exterior of building without permission of Grange Trustees.
- Do not block any doors with chairs, carts, or other objects.

Required Post Event Procedures

- Bathrooms must be cleaned.
- All Garbage must be collected and removed by renter at end of event.
- Floors must be swept.
- Refrigerator must be empty of all contents brought in for event.
- Stove must be turned off, and hot water switch must be returned to the "off" position.
- If Grange dishes/glassware are used — they must be washed and returned to storage.
- All lights must be turned off.
- PA system, if used, must be turned off.
- If thermostat was set for the event, it must be returned to 50 degrees
- All windows must be closed and locked.
- FRONT ACCESS DOOR WILL AUTOMATICALLY LOCK UPON CLOSURE so beware of leaving Grange key in the Hall while event is in process.
- Ensure that all doors are locked upon final exit .

Emergency Contact Numbers During an Event: See Emergency Plan

Medical, Fire, or other emergency requiring law enforcement presence — Call 911

Maintenance issues that require immediate attention — Call Art Wiggin, or a Grange Trustee

Grange Trustees

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