

# STEPS TO RENT SKYLINE GRANGE for Short-Term Usage

## Contact Information

Location: 11275 NW Skyline Boulevard, Portland, OR 97231.  
Mailing Address: Skyline Grange #894, c/o 14109 NW Rock Creek Rd., Portland, OR 97231.  
Email Address: [skylinegrange894@gmail.com](mailto:skylinegrange894@gmail.com)

## Steps

- Step 1: Learn if Skyline Grange might be right for your Event**  
**We want your event to be successful. It is important that you understand the benefits and limitations of renting Skyline Grange. So please carefully read:**
- “General Rental Information”, especially the Limitations section
  - “Short-Term Rental Agreement”
- Step 2: Check the calendar for availability of preferred dates**
- Look at Skyline Grange Building Calendar at <http://www.srnpx.org/grange-calendar.html>.
  - Note: Verify that you are on the Grange Building Calendar page and not on the SRN Neighbors Calendar page.
- Step 3: Contact a Rental Representative**
- Email [skylinegrange894@gmail.com](mailto:skylinegrange894@gmail.com).
  - Schedule a tour, ask questions and inquire about rental fees.
- Step 4: Request a 14-Day Hold on the Rental Period you desire.**
- Request this during tour or by email.
  - Rental Representative will put your event on the Grange calendar as a potential rental.
  - After verbal or email commitment to rent, the date will be tentatively held for 14 days. The date will not be marked as reserved on the calendar at this point.
  - In order to complete the reservation, **you must do the following and deliver to Skyline Grange before the 14-day hold on date expires:**
    - **Short-Term Rental Agreement:**  
Fill out and sign two (2) originals.
    - **Rental Fee & Security Deposit**  
Pay in full by check or money order made out to “Skyline Grange #894” or pay in cash.
    - **Proof of Event Insurance:**  
Obtain the required insurance as described in Section #4 in the “Short Term Rental Agreement”.
    - **Proof of Host Liquor Insurance Coverage:**  
If serving any alcoholic beverages, obtain the required insurance as described in Section #3 in the “Short Term Rental Agreement”.
    - **Copy of Renter’s Government Issued Photo ID**
    - **Mail:** 2 Rental Agreements, full Rental Fee, full Security Deposit payment, copy of photo ID, and documentation of required insurance to:

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c/o 14109 NW Rock Creek Road  
Portland, OR 97231

e. **NOTE:**

- Both rental fee & security deposit will be cashed upon receipt.
- The Rental Fee is not fully refundable if a cancellation occurs 28 days or less prior to your scheduled Rental Period.

**Step 5: Finalizing Reservation**

- a. Grange Rental Representative will confirm your requested Rental Period by email after receipt of completed Agreement, Rental Fee payment, Security Deposit payment, copy of photo ID, and proof of required insurance.
- b. Rental Representative will send you your copy of the final Agreement signed by Rental Representative.
- c. Rental Representative will mark your event on the Grange's calendar as a confirmed event. Check the calendar at <http://www.srnpx.org/grange-calendar.html> for confirmation. The date is now reserved.
- d. **Note:** If the Grange has not received the required rental agreement, rental fee, security deposit photo ID, and proof of insurance within 14 days, the requested Rental Period will NOT be held any longer and will be available to another user. Grange is not responsible for any mail delivery delays, and recommends sending required documentation as early as possible.

**Step 6: Schedule Pre-Entry Appointment**

- a. Meet with a Rental Representative to receive the key, inspect the premises, to review clean-up responsibilities, & to have any questions answered.
- b. You will be given name and phone number of a Rental Representative whom will be on call during your Rental Period in case questions arise.
- c. Have a great time, be safe, respectful and responsible.

**Step 7: Clean-Up/Inspection**

- a. Clean and return the premises back to the condition you found them.
- b. Use "Clean-Up & Inspection After Renting Skyline Grange" as your checklist.
- c. Leave your checklist on table before you leave.

**Step 8: Inspection**

- a. A Rental Representative will assess whether premises were cleaned satisfactorily, that there was no damage to the property or neighboring properties, the key was returned, and there was no violation to the rental agreement.

**Step 9: Security Deposit**

- a. During the week after your event, you will receive a follow-up phone call or email in regards to your Security Deposit. A check for the refunded deposit will be mailed to renter within one week after the event. It will be paid in full if all of the following terms have been met (reduced or no refund if all terms have not been met):
  - The Grange premises were satisfactorily cleaned,
  - There is no damage to property or neighboring properties,
  - The key was returned on time, and
  - There was no violation to the rental agreement.

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