

User's Orientation & Care Guide When Renting Skyline Grange

The Grange is a non-profit community resource maintained by volunteers. Please be respectful, responsible, and safe.

Alcohol

1. Alcohol is permitted under restricted conditions. Refer to these conditions in Section 3 of Terms & Conditions in "Skyline Grange Short Term Rental Agreement" and read more about OLCC regulations at https://www.oregon.gov/olcc/LIC/pages/special_event_licenses.aspx.

Candles and Open Flames

1. You may use sterno in chafing dishes, with constant supervision.
2. We prefer flameless candles be used. They produce a similar soft, glowing effect.
3. If you do use candles:
 - a. Never leave unattended.
 - b. Keep away from anything flammable.
 - c. Candle holders should be sturdy enough to avoid being easily knocked over.
 - d. Candles should not be placed where children can reach them.

Coffee Pots & Carafes

1. They are located in cabinet to the right of the refrigerator.
2. When finished, wash them thoroughly.
3. Position carafes upside down to dry. Grange volunteers will put them away.
4. To dry electric coffee pots, air dry with filter basket and water lid open. Grange volunteers will put them away.

Damages

1. Please report maintenance problems or damages that you find prior to your use of the premises.
2. Please report any damages that have occurred during your use of the premises.

Decorations & Displays

1. Do NOT use tape (except Painter's Tape), nails, or screws to hang decorations or displays on walls, doors or furniture. You may use thumb tacks on the walls.
2. If you use balloons, make sure they are secured with a string. Do NOT let balloons entangle in the ceiling fans.

Fans

1. The overhead fans are sometimes necessary in the summer.
2. They are controlled by a labeled switch in the lower level kitchen between the refrigerator and the side door.

Fields

1. Our fields are not lawns. They are uneven and may have occasional critter holes. We try to keep our fields clear and mowed, but there may be branches or other natural debris in them. Be cautious when walking and definitely while running in them.
2. There should absolutely be no entrance to areas surrounded by wooden fences.

3. During the wet months, do NOT drive any vehicles onto the fields. You will rut up the fields and probably get stuck. During the wet months don't even attempt to drive around the building to access the Lower Level of the building.

Furnace

1. The furnace heats the place quickly.
2. Make sure the floor vents are open if heating the Main Hall.
3. If you want some heat in the Lower Level, make sure the two ceiling vents are open.
4. We have no air conditioning.
5. When it is cold outside, keep the doors closed as much as possible.

Garbage

1. Take all trash, garbage, and recyclable items with you.
2. The Grange does not have garbage service.

Hours of Use & Noise Restrictions

1. Grange is open for use between 8 a.m. and midnight.
2. No occupation of the premises is allowed between midnight and 8 a.m., even for Users renting the Grange for a weekend.
3. Music and any other loud noise must end promptly by 9 p.m. out of respect for neighbors.
4. The parking lot must be cleared of attendees no later than 10 p.m. though quiet clean-up can continue until midnight after which the premises must be vacated for the night.
5. Our noise/music/hours policies and the Portland City Noise Ordinance **will be enforced** and neighbors may call police if necessary.
6. **The bottom line is, if your event will be loud and rambunctious, our venue is not for you.**

Keys

1. Immediately put the key back into the lock box after opening the door.
2. Never take the key off the Premises.
3. Do not give the key box code to any unauthorized person.
4. If key is lost you will be charged for a locksmith or key replacement.

Lights

1. For Front Entry & Foyer Areas
 - a. Light switches are to the left of the front door as you enter.
2. In Main Hall
 - a. Switches for the ceiling lights are to the left of the inner double door in the Main Hall.
 - b. Switches for the lights in the alcove area of the Main Hall are on the left in the alcove area.
3. For the Lower Level Kitchen, Above Kitchen Sink, and Meeting Areas
 - a. Switches are on the right at the bottom of the stairs.
4. For Restrooms & Cleaning Supply Room
 - a. Switch is on wall between the refrigerator and side door.

Linoleum Floor Care

1. Do NOT drag heavy furniture or tables across the floors.
2. For cleaning, use only Zep Neutral Floor Cleaner solution located in the Cleaning Supply Room.
3. Mopping directions are attached to Zep Cleaner bottle.

Parking

1. Do NOT park in the fields when fields are wet or even dewy. You will get stuck easily.
2. Our parking lot holds about 20 efficiently parked vehicles. You might want to designate someone (with a bright orange vest) to direct parking if you have many vehicles.

Phone and Internet

1. Grange does not have phone or Internet service.
2. Users should have working cell phone while on premises in case of emergency.

Rags

1. There is a bin of rags in the Cleaning Supply Room on the Lower Level. Please use them for messy jobs instead of our dishcloths that are located in the cabinet across from the sink.
2. Hang wet, dirty rags to dry. Grange volunteers will wash them.

Restricted Areas

1. To protect our septic system, do NOT enter the two areas surrounded by wooden fencing – one is located in the field to the right of the building and the other is behind the building.
2. There are a number of doors and cabinets that are clearly marked “**For Grange use only.**” Please be respectful and not enter or use them.
3. Skyline Grange wooded areas are not for renter use.

Restrooms

1. Restrooms are accessible only by stairs, and thus are not handicapped accessible.
2. We are on a septic system that needs special care. Do NOT put anything down the toilets except for human waste and moderate amounts of our toilet paper.
3. Women’s hygiene products, diapers, paper towels, etc. must be disposed of in a wastebasket.
4. Please notify the Grange rental committee if there is a shortage of paper products.

Smoking

1. Absolutely no smoking inside the Grange.
2. This includes cigarettes, cigars, e-cigarettes, and marijuana.
3. Tobacco use is permitted outside in the designated area only.

Tables

1. Do NOT drag over floor. Pick up and carry.
2. Use table protection, such as paper or a tablecloth. (There are about 5 basic plastic tablecloths in a bin above the stored tables in the User’s Supply Room. If you use these tablecloths, wipe clean when finished and then drape over couch to air dry. Grange volunteers will put them away.