

Renter's Responsibility & Facility Use Policy

**The Theatre Company of The Dalles  
P O Box 577  
The Dalles OR 97058  
541-370-2513**

The Theatre Company of The Dalles is pleased to make our building available to everyone to use. We provide a clean environment and we expect it to be treated with respect. We will present the rooms clean and ready for use. You can do your own decorating as long as it is all removed. You are responsible for your guests, and their children. Any damage to the building or infractions of the rules, **your security deposit will not be returned.** When your party is over, you are the last person out. All garbage must be placed in a garbage can and be removed from the premises. The Grange is a smoke free/alcohol free building. The Theatre Company reserves the right to approve or deny all activities on the premises.

\_\_\_\_\_Music:           The Theatre Company has the right to control the volume of your party. Remember, we have neighbors. They will call the police if your party is too loud. 110 decibels is too loud. Turn music down at 10 p.m. After 10 p.m., music must not be plainly audible at a distance of 50 feet from the building. All music must stop at midnight. **FAILURE TO FOLLOW THESE RULES WILL RESULT IN LOSS OF DEPOSIT.**

\_\_\_\_\_Guests:           A member of the rental party must stay until all guests have left the building. **FAILURE TO FOLLOW THIS RULE WILL RESULT IN LOSS OF DEPOSIT.**

\_\_\_\_\_Children:       **MUST be closely supervised at ALL TIMES.** In order for your party to run smoothly, we suggest a babysitter for the children. Children cannot play on the stairs, stage, or in the bathrooms. **FAILURE TO CONTROL CHILDREN WILL RESULT IN LOSS OF DEPOSIT.**

\_\_\_\_\_Insurance:       A certificate of liability insurance providing \$500,000 of coverage naming The Theatre Company of The Dalles as additional insured is **required for all events.**

\_\_\_\_\_Alcohol: Alcohol is prohibited. **FAILURE TO FOLLOW THIS RULE WILL RESULT IN LOSS OF DEPOSIT.**

\_\_\_\_\_Smoking: No smoking inside the Grange. No open flame or fire of any kind!!! **FAILURE TO FOLLOW THIS RULE WILL RESULT IN LOSS OF DEPOSIT.**

\_\_\_\_\_Fee: There is a rental fee of \$200 with Security Deposit of \$200. The Security Deposit will be refunded if the Grange is in the same condition as before the day of the rental, and if all of the conditions on this contract are met.

\_\_\_\_\_Cancellation: **Notice of cancellation of event must be presented in writing at least 90 days prior to the date reserved. All fees paid will be forfeited if this process is not followed.**

**The Theatre Company of The Dalles reserves the right to restrict any conduct or activities as it sees fit for the protection and preservation of the Grange building. Any violation of the above rules will result in loss of deposit.**

I understand and accept the above use policy for The Theatre Company of The Dalles.

\_\_\_\_\_Date\_\_\_\_\_

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**Board Member Accepting Contract**