

Rental Committee Report – January 2025

Meeting with Rental Manager:

Rental committee (Heather, Jerilyn and Kendra) met with Rental Manager, Sharon to review the roles, responsibilities and challenges of the Rental Manager position in order to transition her out of the role.

We were able to discuss these and identify solutions for the new rental manager going forward.

Current rental requests are mainly via email. Sharon checked the Grange email account once a week. Between Heather and Kendra, we have identified that we will be able to check email once a week. Until we find another individual to be the rental manager, we will do the following to expedite the rental process:

- All rental inquiry emails will receive an automatic reply that will include:
 - Video walk through (in place of in person walk through)
 - Basic rental information
 - Rates
 - Policies (no alcohol, no smoking, chairs, cleaning, etc)
 - Automated rental and video review and consent form
 - Next steps (dates, deposit and contract)
- Outreach to the Membership regarding Rental Manager role
 - Ask letter with roles and responsibilities

We would like to acknowledge that Sharon has spent extensive time being the point person for rental inquiries. Not only has she spent numerous hours with back and forth communications via emails that included requested rental information, many different types of requests, she has also met interested parties at the Grange to do a tour and then going back to check the state of the Grange after a rental. We honor that this has been a large amount of time and energy that she has given to this position. We deeply appreciate the time she has dedicated and the commitment she has shown over these two years. She has helped us navigate the complex challenges, and unknowns that have come up as the rental manager.

Nightlife Exhibition:

Rental Fee agreement – This request to use the Grange is a follow up from a successful Exhibition in 2023 which was an experiment to see if there was community interest and enthusiasm. The 2023 Exhibition did determine that there was excitement from the community and artist participants to repeat which would help galvanize, support and continue collaboration with local artists and the community.

This next Exhibition is another precedent and a new ask about how to fund this event. The Exhibition will not be asking for an admission fee. It will be free to the public. The Exhibition will not be making money from this weeklong event.

- Rental committee determined if Nightlife Exhibition rented the Grange at current rental rate it would:
 - o \$40/hr (hall/kitchen) x 8hour/day = \$320/day
 - o \$320/day x 5days/week = \$1,600
- The Nightlife Exhibition organizers are Grange Members. They would be able to pay \$800.
- Their request to the Grange Membership is to be sponsored by the Grange because it is being produced/organized by Grange members and the Exhibition is for the community.

Rental vs. Programming

Rentals of the Grange are for private events and classes for a select audience. These are also public events or classes where the organizer charges an admission fee to attend.

- These have a specific price structure
- Overseen by the Rental Manager

Programming for the Grange are free public events and classes that are organized and produced by members of the Grange and/or the Lecturer.

- These are cultural enrichment and community building
- Member offerings: The member who is offering to produce an event or class for the public would come to a Grange meeting to share the details, garner support and gather information (policies of the Grange) needed to make event/class happen. Possibly a new contract for member offerings
- Lecturer programming would be offerings to the community, presented at meetings by the Lecturer

Going forward everything will fall under **Programming**:

- Rentals
- Lecturer offerings
- Member offerings