

MARK PRAIRIE HISTORICAL SOCIETY

Schoolhouse RENTAL AGREEMENT

Schoolhouse Use & Rental Policy, Attachment "E"

PLEASE COMPLETE & SIGN ALL HIGHLIGHTED SPACES on pages 1,7,8, 9.

Mark Prairie Historical Society, hereinafter referred to as "VENUE" agrees to rent access and usage of the building, property, and utilities at **7538 S Mark Road, Canby, OR 97013** solely to (PLEASE PRINT LEGIBLY) _____, (no subletting allowed) hereinafter known as "CLIENT", according to the following terms:

Contract shall commence on (DATE) _____ at (TIME) _____ and terminate on (DATE) _____ at (TIME) _____.

Facility: The Mark Prairie VENUE at **7528 S Mark Rd, Canby** is a fenced 2-acre oak grove with an 1879 one-room schoolhouse, restored and upgraded in 2021-24, with original and reproduction materials. With an indoor capacity of 50 people, the classroom is 600 square feet with a 360-square foot service kitchen, 150-square foot entry vestibule, one ADA bathroom, storage room, large exterior porch, and grassy areas with picnic tables in the Memorial Park. New lighting, HVAC, hot water, WIFI, AV capabilities, and a new septic system were added. Parking improvements and the provision of some tables and chairs are underway. The entire site is included in the rental agreement. Active farming happens nearby with a large tree nursery to the north and a filbert orchard to the south; private residences are to the east and west. Still hosting native plants, this was the ancestral homeland of the Ahantchuyuk Kalapooian people. Wildlife such as squirrels, geese, owls, salamanders, bats, racoons, skunks, opossums, deer, and even cougars are known to inhabit the vicinity. Be aware and respectful of their habitat.

Allowable Uses: Community gatherings for MPHS Meetings & Events, Neighborhood Potlucks, Weddings, Family & School Reunions, Receptions, Birthday Parties, Anniversaries, Holiday Gatherings, Celebrations of All Kinds, Youth & Adult Clubs & Organizations (4-H, Extension, Scouts, HOAs), Public & Corporate Meetings & Events, Art & Craft Shows, Car Shows, Bike Rallies, Regularly scheduled and One-time Classes, Historical Reenactment, Lectures & Presentations, Organized Team Games (volleyball, corn hole, horseshoes, croquet) and more. Some uses/activities may require MPHS Board approval.

Reservation Deposit: Refundable Security Deposit + Rental Fee as per appropriate "Rental Fees" are due at time of scheduling with completed, signed *Rental Agreement*.

- a. Rental Fee is REFUNDABLE if the event is cancelled at least 6 weeks before the event.
- b. If the event is canceled by the CLIENT within 6 weeks of the event due to a documented emergency, the VENUE will work with the CLIENT, offering the opportunity to reschedule and may refund of any amounts paid, minus any non-refundable deposits or costs already incurred by the VENUE.

Security Deposit: is required with Rental Agreement. The CLIENT'S Security Deposit will be refunded to CLIENT within 14 days after the event if there is no damage as determined and documented by the Site Manager, and the building and grounds meet the cleaning requirements upon exiting the site.

RENTAL & SECURITY DEPOSIT FEES: Minimum of TWO HOURS rental per event.

	2 HOURS	HALF-DAY (3-4 hrs)	FULL-DAY (5-8 hrs)	SECURITY DEPOSIT
Community/Non-profit: Community & civic groups, churches, public schools & non-profits	\$100	\$250	\$500	\$150
Small Business & Parties: For-fee classes, retreats, parties (less than 30 people)	\$100	\$300	\$600	\$150
Corporate & Large Events: Rehearsal dinners; birthday, anniversary, retirement parties; reunions, craft fairs, etc. (more than 30 people)	-----	\$500	\$800	\$200
MPHS Mtgs & Events	NO CHARGE			
Mark Family Reunions	NO CHARGE			
4-H Clubs & Boy Scouts	Service Hours TBD or Community/Non-profit Rates			

WEDDINGS & RECEPTIONS

DEPOSIT: Refundable Security Deposit of \$300 + Rental Fee due at time of scheduling

JUNE thru SEPTEMBER	6 hour	10 hour
Monday – Thursday	\$600	\$800
Friday & Sunday	\$800	\$1000
Saturday	\$1000	\$1200
OCTOBER thru MAY (< 30 guests >)	6 hour	10 hour
Monday – Thursday	\$600 </> \$800	\$800 </> \$1000
Friday & Sunday	\$600 </> \$800	\$800 </> \$1000
Saturday	\$800 </> \$1000	\$1000 </> \$1200

FULL-SITE FESTIVALS:

Rental rates, deposits, and use restrictions will be individually applied for indoor + outdoor and/or multi-day events.

MPHS Membership: Mark Prairie Historical Society (MPHS), a 501(c)3 charitable, volunteer organization, is supported by donations and rental income, and receives no tax dollars or subsidies. All rental proceeds will support the MPHS 501(c)3 operations, rental overhead expenses, building and site maintenance, and a part-time site manager. In accordance with IRS 26 U.S.C. §512, whereby nonprofits may rent their facilities to members and their guests without taxation, all renters (known as CLIENT) will automatically become members of MPHS for the calendar year as part of their rental fee. *MPHS Membership Application* is included with rental request.

Inclusivity: MPHS inclusively welcomes all comers, embracing diversity, equity, and accessibility, making the site and membership, leadership, programs, collections, and stories accessible and relevant to all. Private events may have a restricted guest list. Public events shall be open to all.

Restroom: ONE ADA-approved restroom is in the building, suitable for up to 50 people. Port-a-potties shall be procured by the CLIENT for outdoor events and events with more than 50 people, at the rate of *at least* ONE per 50 people. CLIENT shall make all arrangements and payment directly with the provider, and shall coordinate delivery, siting, and removal with the VENUE Site Manager.

Furnishings & Equipment: See the attached list of what is provided on the site.

- a. We DO supply unscented dish soap, dishwasher soap, unscented hand soap, some paper towels (please replenish), toilet paper, trash bags, and cleaning supplies & equipment.
- b. We DO NOT supply coffee, tea, sugar, coffee filters, or other food items. Do not leave any food on site.

Alcohol:

- a. Alcohol is permitted on-site with alcohol-specific event insurance and an approved OLCC permit.
- b. **A licensed server is required.**
- c. Alcohol onsite is limited to beer, wine, and cider; no hard liquor is permitted.
- d. Guests shall NOT bring alcohol onto the site.
- e. Alcohol shall NOT be served to minors.
- f. CLIENT & licensed server may serve but not sell open containers of alcohol on the premises.
- g. At any time, if the VENUE staff deems alcohol consumption to be excessive, the staff has the authority to shut down all alcohol services, evict, or call a transportation service (at the expense of the CLIENT) to remove inebriated guests from the premises, or call law enforcement authorities.
- h. If serving alcohol, please prioritize the safety of your guests by encouraging designated drivers and pre-arranging safe transport from the site.

Parking:

- a. On-site parking is limited to 25 vehicles (with seasonal variation).
- b. We encourage you and guests to carpool and arrive early to secure a parking spot.
- c. Parking is restricted to designated parking areas.
- d. Do NOT park on the grass, paths, or other areas where not permitted.
- e. Do NOT park on Mark Road.
- f. If more parking is needed, please confer with the VENUE for other solutions.
- g. Once parking gets full, Mark Prairie is not responsible.
- h. One ADA parking space is available.
- i. Passenger drop-off near the Schoolhouse entry is available.
- j. Delivery and vendor vehicles must remain on parking areas and the driveway for loading and unloading; refrain from driving or parking on grass or vegetation.
- k. Bike parking is available (but bike access to Mark Road via Barlow Road or Hwy 170 is dangerous).

SITE RULES & CONDITIONS

Site Rules: CLIENT shall commit no acts of waste and shall take good care of the premises. Applicable Laws and regulations of competent jurisdictions shall be complied with at all times. CLIENT agrees to pay any fines resulting from CLIENT's activity. CLIENT agrees to respect prohibitions as described under "SITE RULES" below. CLIENT shall be responsible for all conduct, shall maintain order throughout the use period, and shall not permit any event or conduct, on the premises, on MPHS property, or any surrounding.

- a. NO guns, knives, or other weapons, concealed or otherwise, are permitted onsite.
- b. Guests must enter the VENUE using the entrance. NO climbing fences to enter or exit the property.
- c. NO climbing on trees, rocks, hills, fences, structures, tables, the Mark Memorial, or props of any kind.
- d. Do not step on or damage the shrubs, plants, trees, and other vegetation.

- e. NO dogs or pets of any kind; only permitted service animals are allowed.
- f. NO smoking, vaping, drug-use, or combustibles on any area of the VENUE property, inside and outside.
- g. NO public nudity.
- h. Children shall be supervised at all times.
- i. Shoes shall always be worn outdoors.
- j. NO stiletto or high heels, athletic cleats, or golf shoes shall be worn in the building.
- k. NO parking on Mark Road.
- l. NO parking out of designated areas.

Noise & Music:

- a. All Events shall end by 10:00 pm to comply with the Clackamas County Noise ordinance and to allow for clean-up and closure of the site by 11:00pm.
- b. CLIENT and crews shall be done with clean-up and off-site by 11:00pm.
- c. NO amplified sound (music/DJ, karaoke, announcements, speeches) shall be played outside after 9:00pm.
- d. After 9:00pm, acoustic music ONLY is permitted but shall conclude at 10:00pm with respect to neighbors.

Decor Guidelines In & Out:

- a. INSIDE: CLIENT shall NOT use cellophane or duct tape, wires, tacks, nails, glue, or any other material that could permanently mark, deface, or otherwise damage walls, trim, ceilings, floors, windows, tables, furniture, light fixtures, or any other surface. All decorations shall be placed and removed without leaving damage. Painters' tape is allowed.
- b. OUTSIDE: CLIENT shall NOT use tape, wires, tacks, nails, glue, or any other material that could permanently mark, deface, or otherwise damage exterior walls, doors, gutters, windows, railings, trees, tables, furniture, light fixtures, or any other surface. All decorations shall be placed and removed without leaving damage.
- c. Magnets can be used on the large blackboard.
- d. Use only regular chalk on the blackboard. Clean it well when done.
- e. Be kind and leave the property as you found it.
- f. Discuss all decorations beforehand with the Site Manager.
- g. We may be able to store your packed decorations overnight. Please consult the Site Manager for a place to store your decorations to be picked up the next morning.

Celebration Items:

- a. CLIENT shall not use glitter, rice, bird seed, confetti, water balloons, or silly string indoors or outdoors, in consideration of other guests and local wildlife.
- b. Flower petals and bubbles ARE allowed outside only.
- c. Helium balloons may ONLY be attached at the gate and used inside the building.

Combustibles:

- a. NO sparklers, candles, luminaires, sky lanterns, or open flames of any kind shall be permitted inside or outside.
- b. NO firecrackers, fireworks, or poppers shall be permitted.
- c. Battery operated candles ARE allowed indoors & outdoors.
- d. A gas BBQ may be used with explicit approval by the VENUE Site Manager in a designated location, safely away from buildings, trees, and plants. Never leave a hot BBQ unattended by an adult, and confirm it is off and cool when done.

Set-up & Breakdown:

- a. Do NOT drag or slide furniture, equipment, or boxes on the wood floors.
- b. Moving of furniture is allowed only as approved by the VENUE's Site Manager. All furniture shall be replaced to its original location at the end of the event.
- c. Placement, delivery, and removal of tables, tents, live music, catering equipment, etc. shall be approved by VENUE Site Manager no later than ONE week before the event.
- d. We may be able to store catering equipment and rentals overnight, should the CLIENT choose to remove them the next morning. Make prior arrangements with the VENUE Site Manager.
- e. CLIENT may bring in caterers, face painters, etc. No bounce houses.
- f. Electricity usage may be limited. Confer with VENUE beforehand for the ability to support electrical needs of commercial appliances, beverage trailers, etc.
- g. Self-contained food trucks ARE permitted; NO electricity, water, wastewater disposal, grease or trash disposal is available for their use. Use of gas BBQs must have prior approval of the VENUE Site Manager as per Section 20.d.
- h. Floral vendors, decorators, and wedding planners are permitted to provide this service and set-up, but they shall perform set-up during the time allowed and shall be finished setting up 30 minutes prior to the start of your event.
- i. Arrange all vendor deliveries and pick-ups with the VENUE Site Manager beforehand. Delivery and vendor vehicles shall remain on parking areas and the driveway for loading and unloading, refraining from driving or parking on grass or vegetation.
- j. ALL rental equipment, décor, trash, and other supplies and materials shall be off-site by the agreed-upon time; failure to do so will result in partial or full forfeiture of the Security Deposit.

Florists:

- a. Florists may bring their own containers.
- b. Every plant shall have an underlying tray to prevent water marks on floors and/or furnishings.
- c. Blossoms with pollen that stains shall be placed on protective surfaces.
- d. All plant materials shall be removed from the site at the conclusion of the event.

Trash & Clean-up:

- a. Three large trash cans with lids and trash bags are provided by the VENUE; one in the Storage Room, two for exterior use stored in the Outhouse.
- b. CLIENT shall gather all trash, food scraps, debris, decorations, trash in bathroom, kitchen, outside trash cans, etc., and shall remove from the site at the conclusion of the event. Haul away your own trash.
- c. NO food shall be left in the refrigerator, cupboards, trash cans, ovens, grounds, or anywhere onsite.
- d. CLIENT will complete all items on the Clean-Up Check List after the event and call VENUE Site Manager. The checklist shall be signed by CLIENT signifying completion and left in the vestibule if the VENUE Site Manager is not present.

BE KIND & LEAVE THE PROPERTY AS YOU FOUND IT!

- a. Please treat this venerable old building with respect and care. Volunteers have worked exceedingly hard over the past four years to rehabilitate it to functional yet historically authentic condition and make it available for your use today.
- b. Wipe your shoes; do not track muddy feet on the historic fir floors.
- c. Wipe up spilled liquids and foods from the floors and all surfaces immediately.
- d. Do NOT drag or slide furniture, equipment, or boxes on the wood floors.
- e. Be gentle on the historic hardware.
- f. Although they do open, don't open the classroom windows without help.

- g. Honor this building's role as a historic site and museum.
- h. Please don't touch or remove the historic artifacts, books, photos, and certificates but appreciate them with respect.
- i. Be gentle with the natural landscape and native plants.
- j. Do NOT cut, pull, dig, tromp, drive on, or harm vegetation.
- k. Pick up and properly dispose of any litter.
- l. CEMETERY: Historic gravesites of the Mark Family are at the Mark Memorial. Please be respectful of the souls that rest there and the old and fragile grave markers.
- m. PHOTOS: If Clients or family and friends post on social media, please tag "Mark Prairie Historical Society" by linking to MPHS's Facebook/Instagram page or type in the website address: www.markprairiehistoricalsociety.org. Automatic permission is given to MPHS to use photos in marketing and for fundraising efforts.

Building Condition Upon Arrival: While MPHS strives to keep the site clean and neat, many have access to the building and MPHS makes no claim and provides no warranty regarding biological sanitization. CLIENT relies solely upon their personal examination to evaluate conditions of the premises. CLIENT shall notify the VENUE immediately if there is an unsatisfactory condition present upon their arrival.

Access: CLIENT shall provide access for VENUE's representative at any time during the contract period.

Licenses or permits required by CLIENT's use of the premises shall be secured by and paid for by CLIENT.

Trespassing: VENUE may regard anyone in the building without permission as trespassing.

Event Termination Due to Violations or Behavior: Any violation by CLIENT of any requirement of this contract authorizes VENUE to take necessary action VENUE to immediately terminate the event and take back complete physical control of the property. The VENUE reserves the right to end the event prior to the agreed end time if the CLIENT, its family, guests, or vendors exhibit inappropriate behavior, criminal activity, or damage the VENUE, any entity associated with the VENUE, or its employees. In this event, CLIENT forfeits all rights to all fees and deposits, as well as agrees to fully reimburse VENUE for any and all costs incurred due to the breach of contract, loss and/or damage to building, or property not covered by deposits. Only Mark Prairie Historical Society will determine if such behavior warrants a violation and premature end of your event. MPHS's decision to terminate the event will be based on a reasonable assessment of the situation, and MPHS will make efforts to inform the CLIENT prior to ending the event whenever possible.

Damages: CLIENT agrees to pay VENUE for all damage and expenses related to CLIENT's or their guests' use of the premises, even those that exceed the Security Deposit. A make-whole demand will, in this case, be sent providing evidence of expenses for restoration of the premises. House cleaning or repairs by VENUE will be charged at \$50/man hour, or prevailing wages for skilled labor as needed.

Insurance Requirements: General Liability insurance is REQUIRED at a minimum limit of \$1 million Each Occurrence and \$2 million in Aggregate, naming Mark Prairie Historical Society (7528 S Mark Rd, Canby, OR 97013) as an Additional Insured.

- a. CLIENT must negotiate and purchase event insurance directly through an accredited private provider or as an extension of your homeowners' insurance coverage.
- b. TWO WEEKS prior to the event, proof of coverage must be provided as a *Certificate of Insurance* for the CLIENT and each VENDOR with the appropriate coverages listed and naming Mark Prairie Historical Society as an Additional Insured.
- c. If you plan to have ALCOHOL at your event, Liquor Liability insurance is REQUIRED at a minimum limit of \$1 million Each Occurrence and \$2 million in Aggregate, naming Mark Prairie Historical Society as an Additional Insured.

- i. Liquor Liability coverage may be specified as part of your General Liability insurance, or as a separate policy with another *Certificate of Insurance*.
- ii. If a VENDOR or third party is providing and/or serving alcohol, the VENDOR or third party must also provide a *Liquor Liability Certificate of Insurance* naming Mark Prairie Historical Society as an Additional Insured.
- iii. TWO WEEKS prior to the event, CLIENT shall provide a copy of an approved OLCC permit.

IN CASE of EMERGENCY: CALL 911

- a. **CALL the SITE MANAGER (immediately after calling 911)**
- b. The building is equipped with 2 fire extinguishers, lighted EXIT signs, emergency egress lighting, and a very basic first aid kit. It is served by Clackamas County Sheriff, Oregon State Police, and the Canby Fire Department which includes EMTs.
 - Canby Immediate Care, Providence – 12 minutes, 6 miles
200 SE Hazel Dell Way, Canby 97013
 - Meridian Park Hospital, Legacy – 20 min, 15 miles
19300 SW 65th Ave, Tualatin 97062
 - Willamette Falls Hospital, Providence – 20 min, 15 miles
5000 Division St, Oregon City 97045

CLIENT & VENUE Contact Information:

- a. VENUE will provide a Site Manager or designee who will be on site at the start each event and will check the site after the event. The Site Manager or an alternate will be available via phone during the events.

SITE MANAGER:

NAME _____
CELL PHONE _____
ALTERNATE (Board Member) _____
ALTERNATE CELL PHONE _____

- b. CLIENT shall designate ONE on-site representative who will be in contact with the VENUE Site Manager and ONE alternate on-site representative.

ON-SITE CLIENT & ALTERNATE CONTACT INFORMATION:

CLIENT REP _____
CELL PHONE _____
CLIENT ALTERNATE _____
ALTERNATE CELL PHONE _____

- c. VENUE Site Manager shall sign and give the *Rental Agreement* to the CLIENT and keep one for the MPHS with receipt of completed, signed *Rental Agreement*, *Membership Form* if applicable, *Hold Harmless Agreement*, and full DEPOSIT.
- d. (DATE) _____, TWO WEEKS prior to the event CLIENT shall confirm CONTACT and ALTERNATE contact information and shall submit required *Certificates of Insurance* for the CLIENT and each VENDOR, signed *Hold Harmless Agreement(s)* from each VENDOR who will be onsite, and an approved OLCC permit.

DETAILS & SIGNATURES for RENTAL AGREEMENT

Today's Date: _____

Date of Use: _____ Start Time: _____ End Time: _____ Hours: _____

Number of Participants: _____ Type of function: _____ Rate: _____

Client Name: _____

Business or Organization Name: _____

Mailing Address: _____ City: _____ Zip: _____

Cell Phone #: _____ Email Address: _____

Are you a current Member of MPHC? YES NO - Membership form included.

I certify that I have read this agreement and the site rules and am authorized to act on behalf of the applicant. I hereby confirm applicant's acceptance to the terms and conditions of this rental agreement.

Signature of Applicant Printed Date

Signature of Mark Prairie Historical Society Representative Title Date

MPHS Use - Rental Fees Received:

Rental Fee \$ _____ Check #: _____ Date Received: _____

Security Deposit \$ _____ Check #: _____ Date Received: _____

MPHS Membership Form Received: _____

Certificate of Insurance, Date Received: _____ OLCC Permit, Date Received: _____

Vendor _____ Certificate of Insurance, Rec'd: _____ Hold Harmless, Rec'd: _____

Vendor _____ Certificate of Insurance, Rec'd: _____ Hold Harmless, Rec'd: _____

Vendor _____ Certificate of Insurance, Rec'd: _____ Hold Harmless, Rec'd: _____

Vendor _____ Certificate of Insurance, Rec'd: _____ Hold Harmless, Rec'd: _____

Vendor _____ Certificate of Insurance, Rec'd: _____ Hold Harmless, Rec'd: _____

RELEASE, HOLD HARMLESS and INDEMNIFICATION for USERS

To be signed by CLIENT and all VENDORS

RELEASE/HOLD HARMLESS. CLIENT and VENDORS, for themselves, and on behalf of their contractors, subcontractors, employees, heirs, successors and assigns (all of whom shall be included in the definition of CLIENT or VENDOR), hereby release, waive, and forever discharge MARK PRAIRIE HISTORICAL SOCIETY, its officers, directors, employees, contractors, successors, and assigns (all of whom shall be included in the definition of MPHS) of and from any and all manner of action, causes of action, suits, debts, dues, accounts, contracts, agreements, judgments, damages, liabilities, potential liabilities, losses, costs, expenses, attorney fees, and such other and further relief whatsoever, whether in law or in equity, specifically including, but not limited to, claims in connection with, directly or indirectly, the Rental Agreement and the use of the MPHS property and schoolhouse (collectively referred to herein as the "Claims"). In the event of any dispute arising under this agreement, the CLIENT or VENDOR agrees to submit to the jurisdiction of the local courts and to pay reasonable attorney fees and costs. CLIENT or VENDOR further promises and agrees that they will never institute any lawsuit or action at law or equity against MPHS by reason of any Claims.

INDEMNIFICATION. To the fullest extent permitted by applicable law, CLIENT and VENDORS, for themselves, and on behalf of their contractors, subcontractors, employees, heirs, successors, and assigns, will defend, indemnify and hold harmless MPHS, its officers, directors, employees, contractors, successors, and assigns from any and all loss, claims, liability, damages, and costs, including, without limiting the generality of the foregoing, court costs and reasonable attorney's fees, caused by, resulting from, or in any way arising out of any actions or inactions of CLIENT or VENDOR, its contractors, subcontractors, employees, heirs, successors, and assigns related to the Rental Agreement and use of the MPHS property and schoolhouse.

FORCE MAJEURE (*non-waivable*):

Mark Prairie Historical Society shall not be liable to the CLIENT or VENDORS for loss of profit, actual, or consequential damages occasioned by MPHS's inability to perform any of its obligations under the Rental Agreement, including, but not limited to fire, war, weather incidents, strikes, civil disturbances, acts of God, unavoidable casualties, public carrier delays, transportation issues, inability to obtain necessary supplies, or acts of public authorities. If the event is canceled due to a Force Majeure event, the VENUE will work with the CLIENT, offering the opportunity to reschedule or a refund of any amounts paid, minus any non-refundable deposits or costs already incurred by the VENUE.

VENDORS: As a condition of being allowed access to the premises, any VENDOR shall sign a separate **Release, Hold Harmless, and Indemnification Agreement** to be submitted to MPHS (the VENUE) two weeks prior to the event.

I have read and agree to the stipulations above. I warrant that I have the actual legal power, right, and authority to make this Agreement.

SIGNATURE _____ **DATE** _____

PRINT NAME _____ **Please circle one:** CLIENT VENDOR

BUSINESS NAME _____ **TYPE** _____

Received by MPHS Representative _____ **DATE** _____

NAME & TITLE

MARK PRAIRIE HISTORICAL SOCIETY

Schoolhouse FURNISHINGS & EQUIPMENT List

*This supplemental list may be altered at any time to be kept current without Board approval
and without changing the SCHOOLHOUSE USE & RENTAL POLICY; 2024.12.31.*

- a. Wireless internet indoors & outdoors [anticipated]
- b. WIFI/Bluetooth projector & screen [anticipated]
- c. Sound system & wireless mic [anticipated]
- d. Podium & gavel [anticipated]
- e. American flag [anticipated]
- f. School bell which may be rung judiciously
- g. UNDETERMINED: Tables: [2024] 9/ sq plywood 36" x 36" x 30", 5/heavy rectangle 30" W x 8' L x 30" H, 3/plywood rectangle 30" W x 8' L x 30" H
- h. Chairs: [2024] ~ 20 vinyl 1950s chairs; UNDETERMINED: ~ 30 wooden chairs
- i. One blonde student 1950s desk for check-in
- j. Two student tables 24" W x 36" L x 18" H for wedding gifts, reception, exhibits
- k. Electric range with oven, small refrigerator, dishwasher, microwave (NO garbage disposal)
- l. One large 30-cup drip coffeemaker with spigot
- m. One 12-cup coffeemaker
- n. One 12-cup electric hot water kettle for tea
- o. Coffee carafes
- p. Some Coffee cups, mixed sets
- q. Some Dishware – plates, bowls, mixed sets
- r. Some Glassware – wine glasses, mixed sets
- s. Some flatware, serving utensils, serving dishes & pitchers – mixed sets
- t. Punch bowl [anticipated]
- u. 48 matching 4" glass vases; assorted other vases
- v. Outdoor picnic tables
- w. 24 outdoor benches 12" W x 8' L x 16" H
- x. **We DO supply** unscented dish soap, dishwasher soap, unscented hand soap, some paper towels (please replenish), toilet paper, trash bags, and cleaning supplies & equipment.
- y. **We DO NOT supply** coffee, tea, sugar, coffee filters, or other food items, etc. Do not leave any food on site.

MARK PRAIRIE HISTORICAL SOCIETY **Schoolhouse GENERAL INFORMATION**

This supplemental list (Attachment J) may be altered at any time to be kept current without Board approval and without changing the SCHOOLHOUSE USE & RENTAL POLICY; 2024.12.31.

- You will need a CELL PHONE for emergency purposes. There is no land line in the building.
- CODE for the GATE and DOOR KEY LOCKBOX will be given to you by the Site Manager
- DOOR KEY - Both doors use the same key. Return it immediately to the lockbox. You will need it to relock the door upon leaving. If lost, you will be charged a \$100 rekeying fee.

LIGHTS:

Exterior dawn-to-dusk lights are always on the front corners of the building
Exterior courtesy light, front door – switch to left of door when you enter the vestibule
Exterior courtesy lights, side porch – switch to right of door when you face outside
Vestibule lights - switch to left of door when you enter the vestibule
Classroom lights – 2-way switches at both doors with dimmer levers
Classroom wall sconces – LED battery lights with hand-held remote
Kitchen lights – 1- and 2-way switches for various lights on E, N, & W walls with dimmer levers
Task light under antique cabinet – toggle switch 12” from right end in front
Restroom – lights are independent of fan; set the fan timer with the brown keypad
Storage Room - 2-way switches at both doors
When leaving the building, be sure to turn off all the lights.

Classroom CEILING FANS – switch by double-door with dimmer lever

THERMOSTATS – 2 white keypads in the classroom and 1 in the kitchen control 3 independent ceiling units. Lightly tap the temperature arrows on the screen to increase or decrease temp. The building heats very slowly in cold weather so plan ahead with the Site Manager. It stays cool in the summer so rarely needs air conditioning. When leaving, return the thermostat to the default setting of 60° in heat, 85° in cool mode, or “off” in moderate weather. Please do not run the furnace or air conditioner with the windows and doors open.

BLACKBOARD is also magnetic; use only regular chalk on the blackboard and clean well afterward

WINDOWS – Original 1879 Classroom windows open but use caution opening and closing, with 2 people to lift the sash and place the pins. Kitchen windows are new reproductions but still use 2 people to lift and place the pins. Secure sash latches when closed.

ELECTRICAL panels are in the vestibule and in the storage room. Water heaters & electric range will be OFF when not in use. Turn WATER HEATERS & RANGE OFF at Electrical Panel when leaving.

INTERNET - Internet router panel is in the storage room.

WATER SYSTEM will be winterized when not in regular use during freezing weather as per posted instructions. Site Manager will reverse the process. Hot water heaters must be off at panel.