

MARK PRAIRIE HISTORICAL SOCIETY

RENTAL PACKET

INFORMATION & RENTAL AGREEMENT

Part 1: The VENUE: Mark Prairie Schoolhouse. Allowable Uses. The Historical Society. Rental & Security FEES

Part 2: Insurance, Permits & Photos. Conditions: Alcohol, Restroom, Parking. Site Rules, Damages & Termination

Part 3: YOUR EVENT: Pre-Event Check List. Furnishings & Equipment. Post-Event Checklist

Part 4: RENTAL AGREEMENT. Release, Hold Harmless & Indemnification. Day-of Contacts.

The VENUE: MARK PRAIRIE SCHOOLHOUSE

MARK PRAIRIE SCHOOLHOUSE, THE “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 a Memorial Park. New lighting, HVAC, hot water, WIFI, AV capabilities, and a new septic system were added. Parking improvements 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 Kalapuyan 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

ALLOWABLE USES include 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, Photoshoot & Film Location, Organized Team Games (volleyball, corn hole, horseshoes, croquet) and more. Some uses/activities may require MPHS Board approval.

M.P.H.S: A CHARITABLE, MEMBERSHIP ORGANIZATION

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 support MPHS 501(c)3 operations, rental overhead expenses, building and site maintenance, and a part-time site manager, all costing approximately MPHS \$112/day. In accordance with IRS 26 U.S.C. §512, whereby nonprofits may rent their facilities to members and their guests without taxation, each CLIENT will automatically become an Individual Member of MPHS for the calendar year as part of their rental fee. MPHS inclusively welcomes all comers, embracing diversity 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. Please encourage your guests to join MPHS and donate to preserve this site.

RENTAL FEES & SECURITY DEPOSITS

*The time selected for your event includes client set-up of table & chairs, decorating, break-down of table & chairs, return the site as found, and complete clean-up. One, 1-hour, pre-event meeting on site is included. Wedding rehearsals, limited to 2 hours, must be scheduled for an additional \$100.

WEDDINGS & RECEPTIONS

Up to 50 PEOPLE	6 hour	10 hour	+ DEPOSIT
Monday – Thursday	\$450	\$600	+ \$300
Friday & Sunday	\$600	\$750	+ \$300
Saturday	\$750	\$900	+ \$300

OTHER EVENTS

*Minimum of TWO HOURS rental per event.

	2 HOURS	HALF-DAY (2-5 hrs)	FULL-DAY (5-10 hrs)	+ SECURITY DEPOSIT
Community/Non-profit: Community & civic groups, churches, public schools & non-profits	\$75	\$180	\$375	+ \$150
Small Business & Parties: For-fee workshops, regular classes, retreats, parties (less than 30 people)	\$75	\$225	\$450	+ \$150
Corporate & Large Events: Rehearsal dinners; birthday, anniversary, retirement parties; reunions, craft fairs, etc. (more than 30 people)	-----	\$375	\$600	+ \$200

4-H & Extension Clubs & Boy Scouts

Service Hours TBD or Community/Non-profit Rates

MPHS Mtgs & Events & Mark Family Reunions

DONATIONS REQUESTED

FULL-SITE FESTIVALS

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

DUE with signed RENTAL AGREEMENT:

Full Rental Fee + refundable Security Deposit

- a. Rental Fee is REFUNDABLE if the event is cancelled at least 6 weeks *before* the event.
- b. Security Deposit is REFUNDABLE if the event is cancelled at least 6 weeks *before* the event.
- c. 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 amount paid, minus any costs already incurred by the VENUE.
- d. 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.