

Scope of Work
San Juan Island Grange #966 Rental Agent

Supervision – The San Juan Island Grange #966 (Grange #966) President or their designee shall be the Supervisor of the Rental Agent.

Booking – The Rental Agent is responsible for formally renting the Grange Hall, including the Commercial Kitchen. The Rental Agent shall, in a timely fashion:

- check telephone and internet-based messages throughout each day;
- respond to inquiries from telephone, Facebook, email, or other sources;
- send out requested materials such as contracts and rate sheets;
- show the Hall to prospective renters;
- execute contracts with the prospective renter;
- keep a calendar on the web that informs prospective renters of Hall availability;
- manage the cleaning and maintenance of the Grange Hall

Availability – The Rental Agent must be a full-time San Juan Island resident. If the Rental Agent is to be absent from the island for more than 24 hours, they shall notify the Grange President or designee of their absence and make arrangements for fulfillment of their on-site responsibilities in advance.

Rental Monitoring – The Rental Agent is responsible for ensuring that renters are able to access the building and arrive to a clean and operational Grange Hall and Commercial Kitchen. The Rental Agent shall also monitor all bookings in a timely manner after each event and before the next event for compliance with the terms of the rental contract.

Rental Fees – The Rental Agent shall:

- collect all rents, deposits, and fees from rental activities at the Hall in a timely fashion on behalf of Grange #966 and convey them to the Grange Treasurer, or deposit them in Grange #966 bank account and give a deposit report to the Treasurer;
- work with the Treasurer to return to renters or retain in whole or in part damage/cleaning deposits based on the Rental Agent's monitoring of compliance with the rental agreement regarding the condition of the Hall.

Cleaning and Maintenance – The Rental Agent shall schedule and monitor the cleaning of the building associated with rental activities, stock the bathrooms and kitchen with disposable paper and soap products, regularly clean the cloth towels, and haul away trash and recycling. Disposal fees, and purchase of supplies and payments to professional cleaning services shall be the responsibility of the Rental Agent, to be reimbursed by the Grange following a monthly invoice. The Rental Agent shall notify the President and Chair of the Grange Building Committee of any maintenance and improvement needs.

Monthly Reports – The Rental Agent shall present to the President and Treasurer a monthly activity report, along with an invoice for services. A template will be provided by Grange #966 for recording rental information. The report shall include:

- the previous month's number of rentals, total income, total amount kept from damage deposits, and total amount of damage deposits returned to renters;
- year-to-date (YTD) number of rentals, income, total amount kept from damage deposits, and total amount of damage deposits returned to renters;
- information for each rental including what part of the Grange Hall was rented, name of contact, contact information, name of organization (if any), type of organization, date, type of event, amount paid, check number/s, and date/s payment received;
- projected numbers for the coming month;
- any outstanding issues and concerns.

Rental Rate Discretion – The Rental Agent shall be authorized to offer special discounts to fill historically vacant parts of the rental calendar with the Grange Rental Committee approval.

Compensation – The rental Agent shall receive \$500/month for their duties.