

Weston – Athena Memorial Hall  
PO Box 95  
Weston, OR 97886  
January 2022

Dear Memorial Hall Member and Potential Member:

These past two years have been very trying for all of us with the onset of COVID and the disruption it has caused in our lives. We are excited to announce the reopening of the Memorial Hall this year and will be following the COVID guidelines for use of our Hall.

Your participation and support are appreciated and helps with the upkeep of the building and grounds. Your suggestions for improving the operation of the Hall are welcome. The cost for the use of the Hall is nominal because clean-up is the responsibility of the organization using it. By cleaning and replacing the furniture as you found it, we keep the costs down.

If you choose to become a member of the Memorial Hall and pay the \$75.00 annual fee, your organization is entitled to two (2) Hall uses per month at no charge. There is a \$25.00 fee charged for additional uses in a month.

As in the past, use of the Hall must be scheduled through the Hall Manager – Tim Crampton (541) 566-3737 or back-up scheduler – board member Sheila Jaspersen (503) 753-6221. You must schedule one week prior to intended use. Appropriate keys will be available from them.

A copy of the current Hall Rental and Use Agreement is included with this letter. Thank you for your membership and support of this facility.

Current Memorial Hall Board Members:

Chairman – Preston Winn – (541) 969-2225  
Secretary – Katie Sturgeon – (541) 969-1199  
Treasurer – Karen Albert – (541) 566-3730  
Board Member – Richard Freston – (559) 836-1606  
Board Member – Sheila Jaspersen – (503)-753-6221

Membership for: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Year: \_\_\_\_\_ Annual Dues: \$75.00 \_\_\_\_\_

Rental Date \_\_\_\_\_

Time \_\_\_\_\_

### WESTON MEMORIAL HALL – RENTAL AND USE RULES

Request for the use of the Hall shall be made at least one week in advance of rental date. Only one event will be booked for the use of the Hall on any date – First come, first served.

**CHARGES FOR RENTING THE HALL: \$200 Cleaning fee/deposit (RETURNED WITHIN ONE WEEK BY MAIL)**

Upstairs - \$40/2hours, \$20 each additional hour

Downstairs without kitchen use - \$40/2hours, \$20 each additional hour

Downstairs with kitchen use - \$75/2 hours, \$25 each additional hour

#### HALL RULES

The Hall appointee shall have the right to walk through, unannounced, at any activity to observe and see that the rules are being followed and shall inspect the Hall before the deposit is returned. If the cleaning rules have not been followed or there is damage to the building or its contents, the renter will be proportionately charged.

- The renter/chaperone must always be present and will be held responsible for actions at activities.
- There is NO smoking or use of alcoholic beverages allowed on the Memorial Hall premises.
- The cleaning fee and rental fee must be paid before access to Hall use.
- Users of the kitchen area will abide by rules posted in the kitchen area.
- TAPING AND TACKING TO PAINTED SURFACES IS NOT ALLOWED. Decorations shall be either free standing or supported from screw eyes provided around the perimeter of the main hall. Renter may provide wires between screw eyes to span floor that must be removed after the event.

#### CLEAN UP

#### CHECK

- Decorations must be removed within 12 hours. \_\_\_\_\_
- All waste receptacles emptied into outside waste bins. \_\_\_\_\_
- Floors and tables cleaned. \_\_\_\_\_
- Damp mop floors with clear water. NO detergent. \_\_\_\_\_
- Vacuum carpeted areas used. \_\_\_\_\_
- Heat turned down to 65 degrees. \_\_\_\_\_
- Lights turned off. Doors locked. \_\_\_\_\_
- If kitchen is used, turn off stove burners, ovens and dish washer. \_\_\_\_\_

**I UNDERSTAND AND AGREE TO THE ABOVE CONDITIONS.**

Contact person \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_ Phone number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Receipt Number \_\_\_\_\_

Revised: March

# BASEMENT DINING AREA

## Furniture Placement

