

If you want to teach a class at Columbia Grange 267.....

Do I need to be a member of the Grange to teach a class?

No, but **non-members** must obtain their own liability insurance to cover possible accidents. The class will be considered a “Grange sponsored” class for **members** (membership must be obtained 3 months in advance of class) and liability will be covered under the Grange insurance policy.

NOTE: Membership applications and fees are available at columbiagrang267.org

How much will I pay the Grange to teach a class?

1. **Non-members:** Fee will be negotiated based on nature and frequency of the class.
2. **Members:** \$15/hour up to 10 students, \$20/hour If more than 10 students, \$5/hour if fewer than 3 students.

NOTE: The Grange wants the fee to be reasonable for teachers but needs to generate enough income to pay for utilities and cleaning.

Does the fee include time for set-up?

Teachers can have 15 minutes before and 15 minutes after the class, it's just considered part of the rental.

What are my responsibilities for maintaining the Grange Hall?

- Please follow the cleaning protocols attached on the side of the refrigerator.
- It's important to turn off the heat when leaving by pushing the red button only once to reset the heat to 55°.
- Lock the front door (at the handle) and also at the deadbolt if you have a key.
- Leave any items left behind in the *Lost and Found* bin.
- Keep the front porch lights on, turn off all other lights and double check to make sure doors and windows are locked (NOTE: Kitchen light is in the entryway next to the porch light switch).

How do I communicate changes/class cancellations?

You'll be given access to the Grange Google Calendar and it will be your responsibility to delete the class on days you won't be teaching. If you don't use the Grange Calendar, you can email columbiagrang267@gmail.com with any changes or concerns.

How do I promote my class?

If this is a Grange sponsored class, we're happy to help you develop and print flyers. We will post flyers at the Grange and on the Grange website and Facebook pages. You are responsible for posting flyers to other social media sites and to other physical locations. Please see the **Event/Class Protocols** in the *Members Only* section of our website for suggestions on how to promote your class.