

# COMMUNITY BUILDING USE FEES

Fees are used primarily to pay for cleaning and garbage collection. Shaw Inc will continue to subsidize the majority of other building expenses such as insurance, utilities and maintenance and equipment.

## NON-PROFIT ACTIVITIES AND EDUCATIONAL CLASSES \* \*\* \*\*\*

### SMALL ROOM

- A. \$5 Low impact activities (such as exercise, small meetings and classes without food)
- B. \$10 Activities with coffee and/or light refreshments for on-island organizations
- C. \$20 Activities with coffee and/or light refreshments for off-island organizations

### LARGE ROOM

- D. \$5 Brief, low impact activity (such as exercise) without food
- E. \$10 Half-day (or less) for on-island organizations; coffee and/or refreshments OK
- F. \$20 Half-day (or less) for off-island organizations; coffee and/or refreshments OK
- G. \$20 All day on-island organizations; coffee and/or refreshments OK
- H. \$30 All day off-island organization; coffee and/or refreshments OK

ADDITIONAL FEE OF \$15 FOR POTLUCK OR PREPARED MEAL BEING SERVED

ADDITIONAL FEE OF \$25 FOR KITCHEN USE FOR FOOD PREPARATION

ADDITIONAL FEE OF \$8 PER CAN FOR OVER ONE CAN OF GARBAGE

\* 30% ANNUAL DISCOUNT FOR ONGOING WEEKLY USERS (ie weekly worship services, exercise group, etc.)

\*\* Discounts available for those wishing to dispose of their own garbage, wet-mop the floors, empty the dishwasher, etc.

\*\*\* THE FOLLOWING GROUPS ARE EXEMPT FROM USER DONATIONS:

Shaw Inc, 4-H, Shaw Fire, Shaw Aid, The Monthly All-Community Lunch, Summer Recreation Program, Shaw School, Shaw Library

## PRIVATE USE

- I. \$25 Activity with refreshments
- J. \$35 Potluck or prepared meal being served
- K. \$50 Meal cooked on premises
- L. \$100 Weddings or Large Special Events
- M. Donation appreciated for memorial services for Shaw resident

ADDITIONAL FEE OF \$8 PER CAN FOR OVER TWO CANS OF GARBAGE

Discounts available for those wishing to dispose of their own garbage, wet-mop the floors, empty the dishwasher, etc.

## EQUIPMENT RENTAL FOR ITEMS USED OFF PREMISES

Silverware, dishes, upholstered chairs and round tables are not to be taken off premises

\$10 fee for use of folded chairs (\$5 for under twelve)

\$10 fee for use of long tables

# **COMMUNITY BUILDING USE FORM**

**Shaw Inc will use all use all fees for the maintenance, utilities, cleaning, insurance, equipment, and general upkeep of the Community Building.**

## **GENERAL**

- \* Shaw community groups are encouraged to use the building.**
- \* A Shaw Islander can also book the building for private non-money-making use**
- \* The fee schedule is not intended to preclude any allowed use of the building. If you feel that your planned activity merits special consideration, please contact a board member.**
- \* When food is to be prepared and offered for sale in the Community Building, a Food Handler's Permit must be obtained in advance. Call the Health Department in Friday Harbor at 378-4474 for instructions, test dates and fees**
- \* If alcoholic beverages are to be served or consumed, a banquet permit must be obtained in advance from a Washington State Liquor Store and displayed plainly at the event. Minors are not permitted to consume or serve alcoholic beverages.**
- \* If you plan to use the audio-visual equipment, microphone, piano, dishwasher, heater, etc., instructions must be obtained from the Community Building Scheduler.**

**Please complete this form and remit to Shaw Inc. with your payment. Thank you.**

**Name of Group:\_\_\_\_\_ Contact Person:\_\_\_\_\_**

**Phone:\_\_\_\_\_ E-mail:\_\_\_\_\_ Address:\_\_\_\_\_**

**Date and Time and Duration of Event:\_\_\_\_\_**

**Planned Activity:\_\_\_\_\_**

**Category of Activity (use A. thru M. categories listed on reverse page)\_\_\_\_\_**

**Food? If so, where prepared and what kind?\_\_\_\_\_**

**Food surcharge amount (if any)\_\_\_\_\_**

**Is this an ongoing event?\_\_\_\_\_ Approximate number of people expected?\_\_\_\_\_**

**# of garbage cans filled:\_\_\_\_\_ Discount (if any, please explain)\_\_\_\_\_**

**Clean-up completed \_\_ Equipment/tables/chairs put away \_\_\_\_\_ Sign-in/out completed\_\_\_\_\_**

**Enclosed payment \$\_\_\_\_\_ Mail to: Shaw Inc Box 443 Shaw Island, WA 98286**

