

Users of the Community Building Rental Checklist

Please complete this checklist and turn in with User Form to scheduler or bookkeeper.

The Shaw Island Community Building is a valued asset for our community and we are pleased to provide this facility for your use. Please help us maintain it for everyone.

Our building is used by many organizations and groups, on average the Community Building is reserved 286 days out of the year. With this in mind, it is important that all users leave the rooms clean.

Please initial each line after reading and sign at the bottom.

Sign N/A if you will not be using a line item.

Storing all chairs and tables with clean surfaces _____

Sweeping floors _____

Information sheet filled out in notebook by phone _____

Wipe all counter tops and stove area (if used) _____

Dishes placed in dishwasher and ran (if used) _____

Table linens and kitchen towels washed and promptly returned (if used) _____

Garbage from kitchen and bathrooms bagged and taken to outside bins _____

Recyclable items taken to recycling bin _____

Do not move or play on or under the piano _____

Sound equipment will not be used without permission, guidance by a trained person and an additional rental fee _____

If alcohol is served a banquet permit will be obtained and provided _____

Renter agrees to be responsible for cleanup (list above) and items damaged.

Signature

Date

If there are any questions concerning the above items, or there are building issues that need attention, supplies that need restocking or operation of building equipment, please call:

Building Manager: Jay Dudek Tel: 468-3253, Cell: 206 351-2377 Email: jaydudek@gmail.com

Your prompt payment of building fees, if applicable, is appreciated send to:

Bookkeeper: Deanna Shannon Tel: 469-4560 Email: deanna.shannon@gmail.com

PO Box 443, Shaw Island, WA 98286

Thank you for your cooperation in following these guidelines. Sharing and maintaining this island facility for everyone's enjoyment is our goal.

Shaw Islanders Inc. Board of Directors

*The Community Building use and rental is for members of Shaw Inc. Non-members must seek sponsorship by an islander to facilitate the use, or inquire with the board. (Exceptions for cultural, educational, informational events, etc.)

Shaw Island Community Building User Form

General Information:

- When food is prepared and offered for sale in the Community Building, a Food Handler's Permit must be obtained in advance of the event. Call the Health Department in Friday Harbor at 378-4474 for test dates and fees.
- Serving or consumption of alcoholic beverages on the property requires a banquet permit. This must be obtained in advance of the event from the Washington State Liquor Control Board and displayed in plain view. Minors are not permitted to consume or serve alcoholic beverages.
Order a banquet permit online: liq.wa.gov/licensing/online-banquet-permit.

Name of Group
Contact Person
Telephone
Address
E-mail
Date, time and length of use (include event time and set up time)
Planned building use

Shaw Inc's goal is that all Shaw Islanders be able to afford rental of the Community Building. Rental fees are kept low and do not fully reflect the cost of building operation. If there are any questions concerning the fee, please speak to the building scheduler when reserving the building. This fee is based on a set-up time and duration of your event.

Based on building fee policy your fee is: \$_____

Please complete this form and checklist, and return with payment to: Shaw Islander Inc
PO Box 443
Shaw Island, WA 98286

Shaw Island Community Building Rental Fees

Classes	
Small Meeting room Small group, ongoing classes - minimal impact- no kitchen Yoga, Morning exercise, Tai-Chi, Book Club, Literature class...	\$5
Large Room - 4 hours or less - w/ light kitchen use (Islanders only)	\$45
Large Room - All day - w/ light kitchen use	\$75

Building Rental - Private Use	
Small Room - no food	\$20
Large Room - no food - 4 hours or less	\$40
Large Room w/ light kitchen service - 3 hours or less This is for special island events: baby/bridal showers, birthday parties, potlucks... no baking (Islanders only)	\$45
Large Room w/ light kitchen service - 3 hours or more	\$75
Large Room w/ full kitchen service	\$150
*Serving alcohol requires a banquet permit	
*Sound and media system use requires an operator and additional fee	

Community Emergency Organization	
Monthly meeting - minimal impact - no kitchen Includes: Shaw Fire, Shaw Aid, Fire Commissioners	No Charge
Large all day classes/workshops - Kitchen use	\$75
4h	
Monthly Meetings - Minimal impact - no kitchen	No Charge
Large Fund raising events - Kitchen use	10% of raised funds, not to exceed \$75

Shaw Island School District	
School sponsored community events Including musical performances, graduation, school play	No charge
Large Fund raising events - Provide Liability Certificate and indemnity forms	10% of raised funds, not to exceed \$75

Shaw Island Fellowship	
Sunday Morning Gatherings	\$100 monthly

Shaw Island Community Building Rental Fees

Shaw Island Library	
Library sponsored community events Including musical readings, lectures	No charge
Large Fun raising events - Provide Liability Certificate and indemnity forms	10% of raised funds, not to exceed \$150

Shaw Inc Sponsored Events - as approved by board	
Community Invitation Events (free) Musical Performances/Entertainment Birthday Club Memorial Services for island residents Shaw Inc Fundraising Informational meetings, i.e. ... County legislation, Shaw Inc.	No charge
Free/Open to the public and informational, but not approved for sponsorship Non-island entities, for profit, or special interest groups: OPALCO, Conservation Dist, UW, WSF ...	\$45

Building Rental - Large Events/Weddings - 2 days - Shaw Island Residents Only	
Full Building, kitchen & grounds use	\$300
Cleaning fee - non refundable Renters are responsible for leaving the building clean, this fee ensures the final, thorough clean will also be done.	\$150
Media sound system use - approved operators only Schedule a meeting with an approved operator upon rental	*optional \$100
<ol style="list-style-type: none"> 1. Liability insurance is required 2. Community Building occupancy cannot exceed 161 people 3. Provide proof of Banquet License or Special Occasion Liquor License 4. All minors on premises must have adequate supervision 5. Respect the community, do not create public disturbances 6. Complete the Building Use Form and Cleanup Checklist 7. Building must be clean and vacated by 12pm 	
Decorations may only be attached with non-marring materials Do Not use nails, hooks, tacks, staples or glue	