

## Harstine Island Community Hall Use Policy

### 1.1 STATEMENT OF POLICY

The Harstine Island Community Club (“HICC”) maintains a community meeting hall (the “hall”) to bring together the interests and activities of the community. The hall is available to any individual, organization, association, or corporation (“applicant” or “user”) that may desire to use or rent the property.

Use of the hall is granted in accordance with WAC 458-16-165, WAC 458-16-300, RCW 84.36.037, and other applicable laws. Applications are required for meetings, programs, and private rentals. Priority will be given to individuals or organizations residing or located on Harstine Island, Mason County, State of Washington.

HICC will endeavor to achieve the broadest possible use of the hall by the public.

**PROVIDED:** HICC reserves the absolute right to cancel or restrict community use of the hall if:

- a. controversy or competing factions jeopardize or threaten the hall with damage, or injury to person or property; or
- b. where there is a likelihood of physical hazard to participants or audiences, or a misuse of premises or equipment; or
- c. past misuse of the hall, surrounding grounds, or other HICC property has occurred.

The Board of Directors of HICC reserves the right to review all applications.

### 1.2 PROVISIONS

HICC reserves first priority for use of the hall and its facilities and reserves the right to refuse any request. Use of the facilities must be legally permissible and is subject to the following general provisions:

- a. The hall is available on a first-come, first-served basis. A separate booking is required for each use.
- b. Application forms for use of the hall must be filled out completely, signed by the applicant and submitted to the HICC Hall Manager at least two (2) weeks in advance of the requested date.
- c. Permitting an organization or individual use of the hall does not imply HICC’s endorsement of that organization or individual, its aims, policies, or program presented. HICC assumes no obligation to present an alternative program at the behest of a member of the community.
- d. Local fire regulations limit occupancy of the hall to 178. It is the responsibility of the applicant to ensure strict enforcement of this regulation.
- e. Firearms and drugs are prohibited in the hall. Uniformed law enforcement officers are exempt from the firearm prohibition.
- f. The hall is a historic building on the Mason County Place of Historical Interest Registry and the National Register of Historic Places (#89000212). Efforts have been made,

where possible, to conform with the Americans with Disabilities Act as of 1995. Any suggestions for improvements may be directed to the HICC Hall Manager.

- g. A telephone capable of making local calls is available for emergency use.
- h. Wireless guest Internet access is available but NOT guaranteed.

### 1.3 CONDITONS ON USE

- a. The hall tables and chairs require setup and take down by the user. It is imperative that a minimum of two people set up and take down the tables in order to avoid damage to the tables, walls and flooring.
- b. The applicant must leave the hall, and kitchen, if used, in the same condition in which it was found. **ALL TABLES, CHAIRS AND APPLIANCES ARE TO BE RETURNED TO THE LOCATIONS THEY WERE FOUND**, unless otherwise directed in writing.
- c. Smoking and vaping is prohibited in the hall, on surrounding grounds, and the parking lot. It is the responsibility of the applicant to ensure strict enforcement of this regulation.
- d. A HICC technician for the projection, sound and special lighting equipment is required when any of this equipment is used. Equipment must be operated by HICC personnel, unless otherwise approved by the HICC Hall Manager. (Fees are listed on hall application).
- e. Cleaning supplies and tools will be located at the back of the kitchen so that the user may clean the hall after using it. Users of the hall that do not want to clean the hall may request that HICC's janitorial service clean the room after their use providing the user pays the cost of the janitorial service to HICC. An advance deposit of \$150.00 will be required when the user requests HICC janitorial service. The actual cost will be deducted from your deposit, with any remaining deposit amount refunded. If the deposit is not sufficient to pay the cost, then HICC will apply your full deposit to the cost and bill you for the additional amount owing. This bill will be immediately due and payable. Deposits to be returned will be processed through HICC's accounts payable department in its normal course of business. Processing time may take up to sixty (60) days if damage has occurred or clean-up is required.
- f. Materials are not to be fastened to the walls. The chalkboard, corkboard, and film screen are available for use.
- g. When leaving, all interior lights, appliances, and restrooms water heater must be turned off. All interior doors must be closed. All exterior doors must be closed and locked. The hall access key must be returned as directed by the HICC Hall Manager.

### 1.4 CATEGORIES OF USES

HICC makes the hall available for three (3) main categories of uses:

- Use for the benefit of the public (section 2)
- Use by a nonprofit organization, not conforming to section 2 (section 3)
- Private events (section 4)

The categories are explained in more detail below. The fee schedule varies depending on category and intended use. To inquire about a possible use not covered below, contact the HICC Hall Manager.

### **1.5 APPLICATION FOR USE**

The “Application for Use of Community Hall” is available upon request to the HICC Hall Manager and on [http://www.harstinecc.org/ community-hall-rental](http://www.harstinecc.org/community-hall-rental).

## **2.1 USE FOR BENEFIT OF THE PUBLIC**

As a charitable organization, HICC welcomes the use of the hall for socially useful and cultural activities and discussion of current public questions. The hall is available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

## **2.2 DISQUALIFIED USES UNDER THIS SECTION**

The hall may not be used:

- a. for meetings at which an admission is charged;
- b. for meetings which are not open to the general public;
- c. for meetings sponsored by political organizations;
- d. for regular meetings occurring more than twice per month;
- e. by an individual or organization for personal profit, aggrandizement, or advertisement;  
or
- f. for any meeting which is commercial in purpose or at which goods or services are advertised or sold unless there is a valid HICC purpose.

## **2.3 PROGRAM FUNDING UNDER THIS SECTION**

HICC will not fund programs it does not originate. In some cases, HICC may choose to co-sponsor programs that it helps to plan with outside organizations.

Outside organizations must sponsor, provide any needed funding, and oversee the presentation of their programs. HICC may assist those organizations by providing fee-based technical assistance, when needed, and custodial support.

## **2.4 CONDITIONS ON USE UNDER THIS SECTION**

In addition to the conditions stated in section 1.3:

- a. The applicant must agree to include in all information provided to the public by news releases, posters, written programs, etc., a statement as follows: "The Harstine Island Community Club provides an opportunity for individuals or groups to use its community hall for public meetings. This does not imply any endorsement on the part of the Harstine Island Community Club of the programs so presented."
- b. The applicant must assume full financial responsibility for any misuse of the premises and equipment.
- c. Applications for meetings by young people, through 18 years of age, must be sponsored and signed by an adult who will assume responsibility. At least one adult must be in attendance when the hall is being used by such groups.
- d. Refreshments may be served at program meetings at the discretion of the HICC Hall Manager and kitchen facilities are available for this purpose. Alcoholic beverages are prohibited.

## **2.5 SCHEDULING UNDER THIS SECTION**

Meetings may be scheduled during hours which HICC deems reasonable.

If it is available, community groups may use the hall for up to three (3) months of periodic meetings. Continuation of regularly scheduled meetings will be granted at the discretion of the Board of Directors of HICC. Community groups may not reserve the hall prior to six (6) months before the date of the program.

**2.6 FEES UNDER THIS SECTION**

	<b>Rental Fee</b>	<b>Deposit</b>
Use of the dining room	Free	\$75
Use of main hall and dining room	Free	\$200
Additional deposit if refreshments other than coffee, tea and water are served	—	\$150

### **3.1 USE BY A NONPROFIT ORGANIZATION**

HICC supports other nonprofits programs and services. If your nonprofit doesn't qualify under section 2 above, this section provides for other uses by nonprofit organizations. Hall use under this section may be limited to a number of times per year, for all applicants using this section in aggregate, to be determined by the Board of Directors of HICC, and subject to change at HICC's sole discretion and without notice.

### **3.2 DISQUALIFIED USES UNDER THIS SECTION**

The hall may not be used:

- a. for meetings at which an admission is charged, unless the admission charge is for a nonprofit program or service and would be allowed if the applicant charged such admission at a property it owned;
- b. for meetings which are not open to the general public, except for meetings required to further the charitable purposes or causes of the nonprofit;
- c. for meetings sponsored by political organizations;
- d. for regular meetings occurring more than twice per month, except as approved by the Board of Directors of HICC; or
- e. for any meeting which is commercial in purpose or at which goods or services are advertised or sold unless there is a valid HICC purpose. A qualifying fundraising event by a nonprofit is not considered a commercial purpose under this section.

### **3.3 PROGRAM FUNDING UNDER THIS SECTION**

HICC will not fund programs it does not originate. In some cases, HICC may choose to co-sponsor programs that it helps to plan with outside organizations.

The nonprofit applicant must sponsor, provide any needed funding, and oversee the presentation of their programs. HICC may assist those organizations by providing fee-based technical assistance, when needed, and custodial support.

### **3.4 CONDITIONS ON USE UNDER THIS SECTION**

In addition to the conditions stated in section 1.3:

- a. The nonprofit applicant must agree to include in all information provided to the public by news releases, posters, written programs, etc., a statement as follows: "The Harstine Island Community Club provides an opportunity for individuals or groups to use its community hall for public meetings. This does not imply any endorsement on the part of the Harstine Island Community Club of the programs so presented."
- b. The nonprofit applicant must assume full financial responsibility for any misuse of the premises and equipment.
- c. The nonprofit applicant qualifies with the provisions of WAC 458-16-165(5)(a).
- d. Food and beverages may be served and kitchen facilities are available for this purpose. Valid food handler's permits are required for people handling food. It is the responsibility of the applicant to obey all local, state, and federal laws related to handling and serving food.

- e. The applicant is responsible for obtaining any required permits for alcohol consumption and paying any associated fees. It is the responsibility of the applicant to obey all local, state, and federal laws related to alcohol.

### 3.5 SCHEDULING UNDER THIS SECTION

Meetings may be scheduled during hours which HICC deems reasonable.

If it is available, community groups may use the hall for up to six (6) months of periodic meetings. Continuation of regularly scheduled meetings will be granted at the discretion of the Board of Directors of HICC. Community groups may not reserve the hall prior to six (6) months before the date of the program.

### 3.6 FEES UNDER THIS SECTION

	<b>Rental Fee</b>	<b>Deposit</b>
Use of the dining room	\$50-100 <sup>1</sup>	\$75
Use of main hall and dining room	\$200-400 <sup>1</sup>	\$200
Additional deposit if refreshments other than coffee, tea and water are served	—	\$150
Additional deposit if food is served or kitchen is used (includes other refreshments)	—	\$250

<sup>1</sup>Sliding scale rental fees are to be determined by the Board of Directors

#### **4.1 NON-PUBLIC USE / PRIVATE EVENTS**

HICC occasionally makes the hall available for private use. Hall use under this section may be limited to a number of times per year, for all applicants using this section in aggregate, to be determined by the Board of Directors of HICC, and subject to change at HICC's sole discretion and without notice.

#### **4.2 DISQUALIFIED USES UNDER THIS SECTION**

The hall may not be used:

- a. for events at which an admission is charged;
- b. for events sponsored by political organizations;
- c. for events open to the public;
- d. for regular meetings occurring more than once per three (3) month period;
- e. by an individual or organization for personal profit, aggrandizement, or advertisement;  
or
- f. for any meeting which is commercial in purpose or at which goods or services are advertised or sold.

#### **4.3 PROGRAM FUNDING UNDER THIS SECTION**

HICC will not provide any funding under this section. Applicants are solely responsible for all funding and costs.

#### **4.4 CONDITIONS ON USE UNDER THIS SECTION**

In addition to the conditions stated in section 1.3:

- a. The applicant must not advertise the event to the public.
- b. The applicant must assume full financial responsibility for any misuse of the premises and equipment.
- c. Applications for meetings by young people, through 18 years of age, must be sponsored and signed by an adult who will assume responsibility. At least one adult must be in attendance when the hall is being used by such groups.
- d. Refreshments may be served at program meetings at the discretion of the HICC Hall Manager and kitchen facilities are available for this purpose.
- e. The applicant is responsible for obtaining any required permits for alcohol consumption and paying any associated fees. It is the responsibility of the applicant to obey all local, state, and federal laws related to alcohol.

#### **4.5 SCHEDULING UNDER THIS SECTION**

Private rentals may be scheduled during hours which HICC deems reasonable.

If it is available, applicants may schedule single events up to one (1) year in advance.

#### **4.6 FEES UNDER THIS SECTION**

	<b>Rental Fee</b>	<b>Deposit</b>
Use of the dining room	\$150 <sup>2</sup>	\$75
Use of main hall and dining room	\$400 <sup>2</sup>	\$200



Additional deposit if refreshments other than coffee, tea and water are served	—	\$150
Additional deposit if food is served or kitchen is used (includes other refreshments)	—	\$250

<sup>2</sup>HICC members in good standing for 2 or more years are entitled to a 50% discount on rental fees (not deposits)