

# Samish Island Community Center



## RENTAL INFORMATION

Samish Island Community Center  
Street Address: 11292 Blue Heron Road, Bow, WA 98232  
Mailing Address: P.O. Box 268, Bow, WA 98232

Rental Agent: Eileen Andersen, phone: 360-766-8202 (leave message), or  
email: [samishisland@gmail.com](mailto:samishisland@gmail.com)

To view current schedule: [http://www.samishisland.net/si\\_communityhall.html](http://www.samishisland.net/si_communityhall.html)

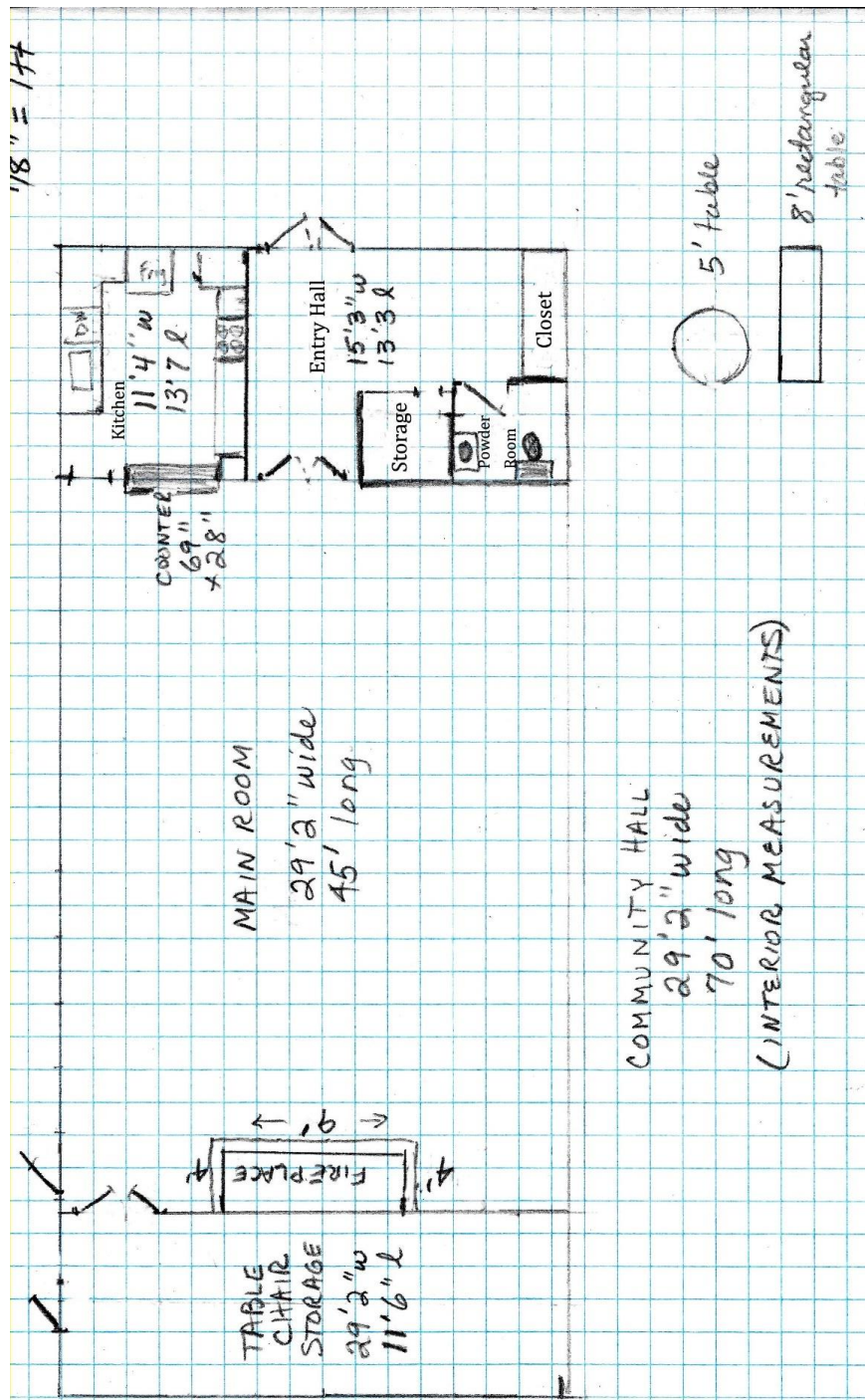
This brochure is available as a pdf file at the website link above.

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Updated 3/22/19

# Samish Island Community Center Floor Plan

Scale: 1/8" = 1 ft.



View photos at [http://www.samishisland.net/si\\_photoscommunityhall.html](http://www.samishisland.net/si_photoscommunityhall.html)

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### **Samish Island Community Center Primary Contacts**

Scheduling	<a href="http://www.samishisland.net/si_communityhall.html">http://www.samishisland.net/si_communityhall.html</a>	
Rental Agent	Eileen Andersen	360-766-8202
President	Linda Knapp-Strobel	360-766-4082
Vice President	Denny Organ	360-766-5234
Treasurer	Ruth McNally	206-963-5723
Secretary	Anita Little	360-766-5098
Rentals & Payments	P.O. Box 268, Bow, WA 98232	

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## Rental Overview

The Samish Island Community Center (SICC) is available for rental by Community Club Members on the Island, and to friends of members. Any non-resident who wishes to rent must have a Samish Island sponsor. The 2,000 square foot Center is located at 11292 Blue Heron Road on Samish Island. It includes a large, bright open room with a gas fireplace, a kitchen, entry hallway with closet bar and hangers, a small powder room, and storage areas for tables, chairs and tablecloths. The Community Center capacity is 100 persons.

The Community Center lends itself well to almost any gathering including family parties, weddings, memorial services, holiday gatherings, and meetings. A video-projector and sound system are available for rent for an additional fee. For a list of items included in your rental, see page 8, "Equipment Included with Your Rental".

There is an outdoor grilling area with picnic tables. Wood is not provided for the outdoor grill.

### **Rental Period:**

For each rental day, the Community Center is available to you from 9:00 am the first day to 12:00 am (midnight) of the final day; guests must leave the building by 12:00 am (midnight) each day of a multi-day rental. You may return the key by 8:30 am after the final day. If you need additional setup or cleanup time, please book for an additional day.

### **To Verify Center Availability:**

Please check the schedule of events at: [http://www.samishisland.net/si\\_communityhall.html](http://www.samishisland.net/si_communityhall.html)

### **To Schedule the Center:**

Phone or email the Rental Agent listed on the cover of this document. Include the date(s) you wish to rent and a general idea of use (family party, non-profit fundraiser, wedding, memorial service, etc). Island residents' memorial services are not charged a rental fee, but rental paperwork and a Damage Deposit are required. Upon confirming date(s) with the Rental Agent, the Agent will update the online calendar to show a "Pending Rental" for your date(s).

The Rental Agent will provide you the address to pick up the key.

## **Rental Confirmation/Required Paperwork:**

To confirm your rental, Items 1 and 2 below must be received at the PO Box shown on page 3 within seven days of scheduling with the Rental Agent. Upon receipt, the online calendar will be updated to “Rented” for your date(s). If they are not received within that time, the “Pending Rental” will be removed from the online calendar. Items 3 and 4 are required prior to picking up the key.

### **1. Signed Rental Agreement**

- Complete the form “Community Center Rental Agreement” at the back of this booklet
- Renter must sign and date the form.

### **2. Check for Rental Fee**

- On the Rental Agreement, select the current hall rental fee that meets your status (member, non-member) and rental needs. If a non-member, include the name of your island sponsor.
- If you require a sound system and/or projection equipment, select the appropriate options on the Rental Agreement.
- Include one check for the total rental fee due.

### **3. Check for Damage Deposit**

- We require a separate check for a Damage Deposit to cover damage to the building or equipment, loss of equipment, cleanup expenses and excessive noise.
- Write a separate check for the total of your deposit from the Rental Agreement. We will not deposit the check and will destroy it if there is no need for it. You may also request its return by enclosing a stamped, self-addressed envelope with a request for its return.
- If there is damage or loss, we will discuss arrangements with you.
- Your damage deposit must be paid before key pickup from the Rental Agent.

### **4. Proof of Insurance**

- All Community Center renters must include proof of insurance in case of injury or serious damage to the Community Center. Qualifying documents include:
  - Individuals
    - declarations page of your homeowner’s or renter’s insurance policy, with policy dates, or
    - a document from your insurance company indicating you are covered by your homeowner’s or renter’s insurance while using the Community Center instead of your home, due to space limitations of your home. This is a free document.
  - Business or organization certificate of liability insurance naming the Samish Island Community Center as an additional insured.

- Renters with no insurance coverage for the rental or who require a banquet permit (see point 5 below) will need to purchase event insurance. Many websites offer event insurance online. This insurance must include a waiver of subrogation against the Samish Island Community Center for (event description) on (date(s)). Proof of insurance for event insurance is a copy of the policy.

### **Banquet Permit/Alcoholic Beverages:**

- Determination of the requirement for a banquet permit is the Renter's responsibility. More information and an order form can be found here: <https://lcb.wa.gov/licensing/banquet-permits>.
- The information below is for general guidance only, and may not be current.
  - If the event host is an organization or business entity and liquor will be served and consumed, the host must obtain a Banquet Permit issued by the Washington State Liquor Control Board.
  - Banquet permits generally are not required if all of the following apply:
    - (1) the host is an individual
    - (2) guests are not charged for admission or anything provided at the function
    - (3) "Charge" includes donations, dues, fees or otherwise
    - (4) the event would normally be held in the individual's private home, but is so large that a separate facility is needed to accommodate it
    - (5) the facility where the event is held is closed to the general public during the event
    - (6) there is no business purpose for the event or any financial gain

### **Cancellation Policy:**

The rental fee for reservations that are cancelled 30 or more days prior to the beginning of a rental will be refunded in full. There will be no refunds for reservations that are cancelled less than 30 days prior to the beginning of a rental.

### **Cleanup:**

Renters are responsible for leaving the Center as they found it, and for cleanup of the Center and surrounding areas (parking lot, barbeque and picnic areas) per the Cleanup Checklist (page 11). The Community Center does not have garbage service; use trash bags in the kitchen to bag your garbage and haul it away. [The Skagit Recycling and Transfer Station](#) is 11 miles away at 14104 Ovenell Road, Mt Vernon. The cost is about \$10 for smaller amounts. There is no charge for recycling drop-off.

### **Key Checkout and Return:**

Keys are available from the Rental Agent once all your paperwork is submitted. Call the phone number on the cover to arrange a time to pick up the key.

You may pick the key up the night prior to your event if the Center is not rented that day.

Check the "Community Center Floor Plan" (page 2) for measurements. View photos at: [http://www.samishisland.net/si\\_photoscommunityhall.html](http://www.samishisland.net/si_photoscommunityhall.html).

If you would like to visit in person, you may borrow the key to plan, measure, and get a feel for how your event will work there.

Return the key to the same place you picked it up. The Rental Agent will show you the drop box for the key return.



# Equipment and Supplies Included in Your Rental

## Kitchen Appliances

Range, propane (oven & 4 burners)  
Microwave  
Dishwasher  
Refrigerator w/top freezer

## Small Appliances

Bunn Coffee Maker 392, 2 hotplates  
30-cup coffee maker  
25-cup older coffee maker for hot water  
Stove top tea kettle  
Small electric hand mixer

## Cooking Supplies & Utensils

Miscellaneous kitchen serving utensils, openers, knives, etc.  
Bring own pans for cooking if needed  
Potholders  
Aprons

## Utensils

Coffee thermoses for serving (5-6)  
Metal flatware for 100 people  
Glass punch bowls (2)  
Glass punch cups (24)  
Glass coffee cups (45-50)  
Cupcake holders (2)

## Tables

8 round 5' diameter tables  
12 rectangular 8' tables  
2 rectangular 6' tables  
2 rectangular 4' tables  
2-3 small utility tables  
Table leg-extendors for higher work-style or presentations table

## Chairs

100 black chairs

## Tablecloths (you wash & return after)

### *Informal:*

-Sage Green Tablecloths (round and rectangular)

### *Formal:*

-Black long tablecloths (floor-length) for formal weddings & occasions (8 round, 8 rectangular)  
- Royal blue tablecloths (15" drop) for other events– 8 round, 4 rectangular

## Tabletop Décor

Various decorative baskets for tables

## Cleanup

Kitchen Waste basket and liners (u-haul trash away, replace liner)  
Large Trash bin & liners for outdoor trash (u-haul trash away, replace liner)  
Dish rags & towels  
Dish soaps and scrubbers  
Dishwasher soap  
Broom & dustpan  
Floor washing bucket & mops with marmoleum soap (follow directions exactly)

## Coat-Hanging

Closet Bar and 100 hangers in the entry

## Restroom

Toilet paper  
Liquid hand soap  
Paper towels  
Wastebasket  
Liner (haul away waste in liner, replace with new liner)

## Bring your own

Plates, napkins, paper goods that match your decor  
Paper coffee cups  
Coffee  
Coffee makers if you don't like those at the hall  
Fresh half & half or creamers (powdered in the hall)  
Ice cubes or crushed ice



## Equipment Available for an Additional Rental Fee

The equipment below is available for rental for use at the Center in conjunction with your rental for additional fees and deposits, subject to availability. See Rental Agreement for dollar figures.

### **Epson EX3210 LCD Projector for laptops**

<https://epson.com/For-Work/Projectors/Portable/EX3210-SVGA-3LCD-Projector/p/V11H430020>

### **Bose L1 Compact PA Sound System**

[https://www.bose.com/en\\_us/products/speakers/portable\\_pa\\_speakers/l1-compact-system.html](https://www.bose.com/en_us/products/speakers/portable_pa_speakers/l1-compact-system.html)

## Emergency Equipment

### **Fire Extinguishers (3)**

The fire extinguishers are located in the front entry, kitchen and the wall near the doorway to the storage area.

### **Zoll Semi-Automatic AED (Automated External Defibrillator) Plus**

In the event of any medical emergency, renters should first call 911. The Samish Island Volunteer Fire Department generally responds to emergency calls within 5-10 minutes.. Should you deem it necessary, the AED is located on the wall near the doorway to the storage area. Follow the instructions on the unit. Although designed to be used by the untrained user, renters would be well advised to view the instructional videos at this website prior to their event: <http://www.zoll.com/medical-products/automated-external-defibrillators/aed-plus/video/>.

## Gas Fireplace Operation

The gas fireplace can be turned on and off using the small rocker switch on the outside edge of the upper right corner of the faceplate, near the dedication plaque. When first turned on, the flame will be blue in color, but it will change to a yellow/orange color after about 15 minutes. The fan will turn on automatically after about 15 minutes of operation. The fan may cycle on and off a few times, but will eventually stay on continuously. Condensation may appear on the glass when the unit is first turned on; this is normal.

Remember to turn the unit off before you leave. The fan will remain on for a few minutes after the unit is turned off; this is normal.

## Kitchen Equipment Operation Notes

**Bunn Coffee Maker 392:** This machine takes 25-30 minutes to warm up. Then a water-only cycle of the machine needs to be run before brewing coffee, as there may be stale water in the reservoir. **Therefore it is recommended that you start making coffee at least 45 minutes prior to when you want to have hot coffee available.** Full instructions for use are posted next to the unit.

**Dishwasher Overview:** Please load dirty dishware and start the dishwasher before leaving the hall. The next renters will unload the dishwasher. Put soap in the main wash compartment and close. Select the **Normal Wash** button. Check the **Heated Dry** button, **and push it once to toggle it off** - no green light - for safe use and fire prevention. Leave it running; the dishes will dry fine on their own.

Detailed instructions for other equipment are posted in the kitchen.

**For additional questions or problems with Center equipment or supplies,** call any of the people listed as primary contacts on page 3.

## Cleanup Checklist

Please return this form and the key to the key drop box. Please note anything SICC needs to know.

Cleanup Specifics	✓ Condition or needs noted
Sweep and mop all floors. <b>Important</b> – see instructions posted on closet wall.	
Wipe tables and return to racks in storage room.	
Wipe chairs, stack in storage room per the photo on the storage room wall. Use the chair dolly to move chairs easily.	
Bag all trash from kitchen, bathroom, storage, outdoor areas and remove.	
Wipe down all kitchen surfaces; cleaning supplies are under the sink.	
Remove personal items from refrigerator and freezer.	
Turn off coffee maker and unplug.	
Turn off oven and stovetop.	
Load dishwasher with Center equipment, add soap, start normal wash cycle, <b>toggle "Heated Dry" button to off</b> (no green light).	
Put away unused or clean items in cupboards or bins.	
Tidy restroom, wipe obvious spills.	
Outdoor area: Remove all personal items. Return grates to storage area. Picnic tables go under the roofed area.	
Pick up any litter in parking lot.	
Close and latch all windows including kitchen and hall.	
Turn thermostat down to 50 degrees.	
Turn off fireplace	
Turn off all lights, incl. storage & restroom.	
Take tablecloths to launder; return to the Rental Agent within 3 days.	
Close and lock all 3 exterior doors	

Renter: \_\_\_\_\_

Date: \_\_\_\_\_

Request Made: \_\_\_\_\_

Date(s) of Reservation: \_\_\_\_\_

**SAMISH ISLAND COMMUNITY CENTER, Inc.**

**Community Center Rental Agreement**

Mailing address: P.O. Box 268, Bow, WA 98232

Community Center location: 11292 Blue Heron Rd.

1. The Samish Island Community Center may be reserved for the periodic and temporary use of local citizens and organizations. Under WAC 458-16-300, the property may not be used for pecuniary gain or to promote business activities except under limited circumstances. Restricted uses may include for-fee classes and other business activities. The property may not be used for pecuniary gain or to promote business activities unless the intention of renter to so use the property is specifically disclosed to the SICC Board and prior approval of the SICC Board for such disclosed use is granted in writing.

Premises will not be used for pecuniary gain or to promote business activities.

Premises will be used for pecuniary gain or to promote business activities as disclosed by Renter.

2. **Rental Period.** For each rental day, the Community Center is available to you from 9:00 am the first day to 12:00 am (midnight) of the final day; guests must leave the building by 12:00 am (midnight) each day of a multi-day rental. You may return the key by 8:30 am after the final rental day. If you need additional setup or cleanup time, please book for an additional day.
3. **Cleanup.** Renters are responsible for leaving the Community Center as they found it, and for cleanup of the building and surrounding areas (parking lot, barbeque and picnic areas) per the Cleanup Checklist (page 11). The completed Cleanup Checklist must be returned with the key at the end of the rental.
4. **Noise Level.** When a group or an individual is using the building, a minimum level of noise is to be maintained at all times. Music must cease at 11:00 pm on weekends and 10:00 pm on weeknights, and all persons must vacate the premises by 12:00 midnight. No fireworks are allowed on SICC property, even on the Fourth of July.
5. **Damage Deposit.** We require a separate check for a Damage Deposit to cover damage to the building or equipment, loss of equipment, excess cleanup expenses and excessive noise. The total Damage Deposit is comprised of separate deposit amounts for the hall, projector and sound system rental. Deposits are per rental. The Renter agrees to pay for any damage or loss and for any required cleanup they did not perform. If music does not cease at by the required time and guests do not leave by midnight, the hall rental portion of the Damage Deposit will be forfeited.
6. **Alcoholic Beverages.** Determination of the requirement for a banquet permit is the Renter's responsibility. For further information see the general guidelines on page 6 of this booklet.
7. **Insurance:** SICC does not provide liability insurance for benefit of the Renter or any host or guest for any liability that may arise from the activities of such individual or organization. The Renter must provide proof of insurance in one of the forms listed on pages 5-6 of the SICC Rental Information booklet.
8. **The Renter will save and hold harmless the Samish Island Community Center, Inc.** from any injury to any person or any loss of or damage to any property caused by, or resulting from, any act or omission of the user, or any officer, agent, employee, guest or visitor in or about the premises during the rental period.

**9. Any non-resident who wishes to rent must have a Samish Island sponsor.**

**10. Agreement of Terms of Rental.** By signing this Community Center Rental Agreement, the Renter agrees to these terms of rental and the guidelines on pages 4-7 of the SICC Rental Information booklet. Renter acknowledges the receipt of a copy of this booklet. The individual signing the Rental Agreement will be directly responsible for the adherence to these terms.

**11. Amounts Due** are as follows:

Item	Rental Fee			Damage Deposit-per Rental	
	Rate	Units	Rental Fee	Rate	Deposit Amount
Community Center Member	\$75/day		\$	\$200	\$
Non-Community Center Member	\$100/day		\$	\$200	\$
Community Center Member–Island Family Memorial Service	\$0/day		\$	\$200	\$
Projector	\$35/rental		\$	\$250	\$
Sound System	\$75/rental		\$	\$500	\$
<b>Totals</b>					
			\$		\$

Please write 2 checks payable to the Samish Island Community Center, one for the Total Rental Fee and one for the Total Deposit.

Date(s) of use: \_\_\_\_\_ Island resident? YES NO

Proof of Insurance included: \_\_\_\_\_

Banquet permit #: \_\_\_\_\_ (if applicable)

Renter Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Renter name \_\_\_\_\_ Signature: \_\_\_\_\_

Your island sponsor (non-member renters only) \_\_\_\_\_

Island sponsor contact information: Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_