

Samish Island Community Center



RENTAL INFORMATION

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

Rental agent: Kerrie, phone: 425-750-8879 (leave message), or
email: samishisland@gmail.com

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Samish Island Community Center Floor Plan

Scale: 1/8" = 1 ft.

View photos at <https://samishisland.net/hall-rental/community-center-photos/>

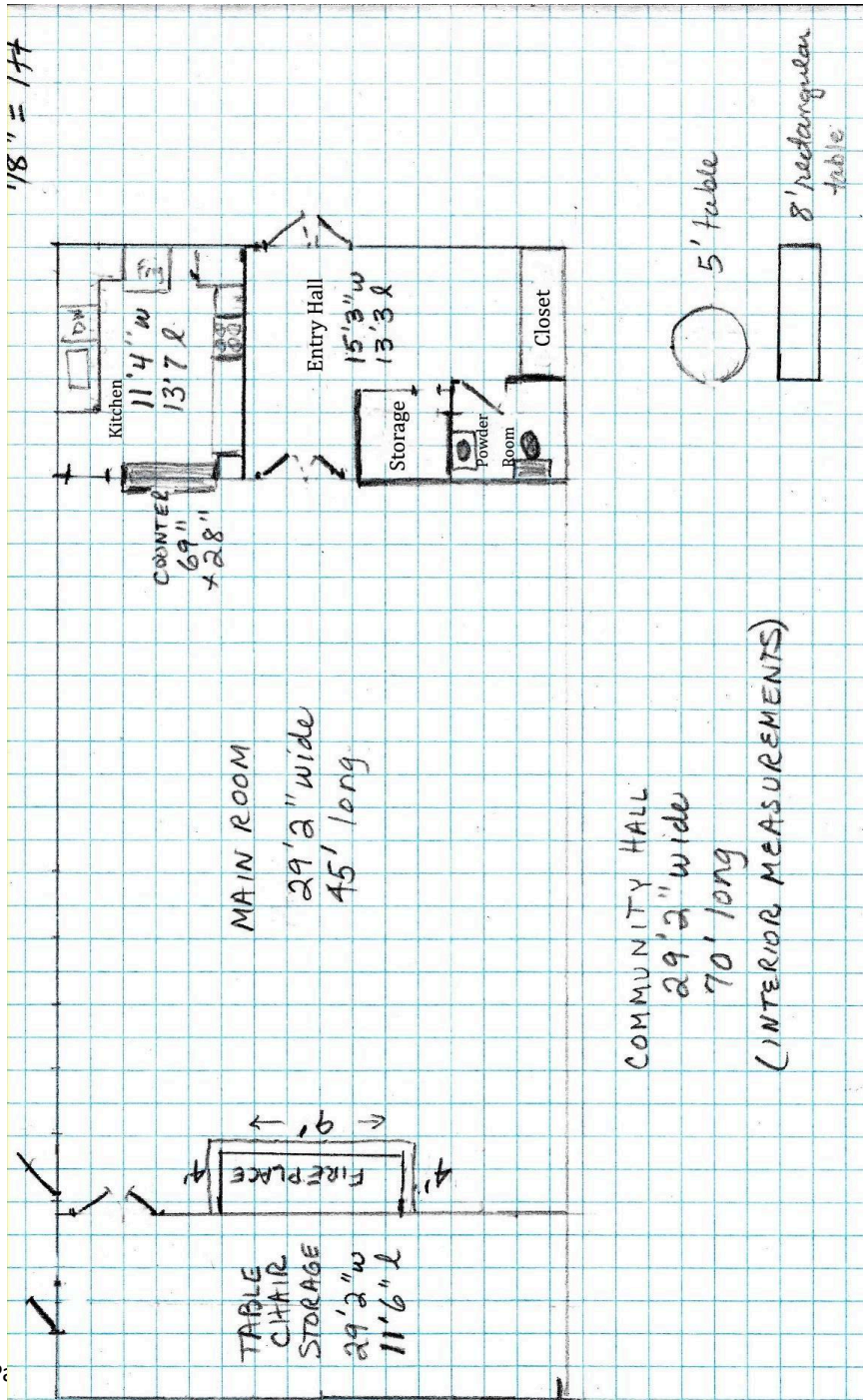


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Rental Overview

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 1,800-square-foot center is located at 11292 Blue Heron Road on Samish Island. It includes a large, bright open room with overhead fans, a gas fireplace, kitchen, entry hallway with a closet bar and hangers, a small powder room, and storage areas for tables, chairs, and tablecloths. It has wireless internet service. The community center's capacity is 100 persons, and the parking lot can accommodate approximately 30 cars with fairly wide spacing; a few more are possible with very careful parking.

The Samish Island 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. You'll find grates for the grill in the storage area. 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) on 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.

Verify That the Center Is Available on the Day You Need

Please check the schedule of events at: <https://samishisland.net/calendar/>

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 for the center or equipment, but rental paperwork and a damage deposit are required.

After confirming a rental request date, the rental agent will mark the public SICC calendar with "Pending Hall Rental" for your date(s). All required documents must be received within seven days of initial confirmation to finalize your rental. At that point the SICC calendar will be changed to show "Hall Rented" for your rental date(s). The rental agent will provide you with the address to pick up the key.

Required Paperwork:

To finalize your rental, you must send us the items below to the PO Box shown on page 3. Item #5, the banquet permit may not be required—see details below. All paperwork must be received within seven days of confirming your rental.

1. Signed Rental Agreement

- Complete and return to us pages 13-14 of this agreement:
 - Check the appropriate line on page 13, item #1.
 - Sign and date on page 14.
 - If you are an SICC member renting on behalf of an organization, list the organization as the Renter and yourself as the island sponsor.

2. Check for Rental Fee

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

3. Second Check for Damage Deposit(s)

- We require a second check for a damage deposit to cover damage to the building or equipment, loss of equipment, cleanup expenses, and excessive noise.
- Write the check for the total of your deposit from the Rental Agreement. We will not deposit this check and will destroy it if there is no need for it. If you want the deposit check returned, enclose a stamped, self-addressed envelope with a written request.
- If damage or loss occurs, we will discuss arrangements with you.
- We must receive your damage deposit check 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
 - Certificate of liability insurance in the amount of a minimum of \$1 million per occurrence naming Samish Island Community Center, Inc. as an additional insured.
 - 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.

- o The declarations page of your homeowner's or renter's insurance policy, with policy dates.
- Businesses
 - o Certificate of liability insurance in the amount of a minimum of \$1 million per occurrence naming Samish Island Community Center, Inc. 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 for a minimum amount of \$1 million per occurrence. Many websites offer event insurance online. This insurance must name Samish Island Community Center, Inc. as an additional insured and include a waiver of subrogation against Samish Island Community Center, Inc. for (event description) on (date(s)). Proof of insurance for event insurance is a copy of the policy.

5. Banquet Permit/Alcoholic Beverages

- Determination of the requirement for a banquet permit is the Renter's responsibility. See information about banquet permits here:
<https://lcb.wa.gov/licensing/banquet-permits>.

Cancellation Policy:

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

No Defacing of Premises:

- No tape, tacks, nails, screws, or other hardware are to be used in the center's walls, ceilings, mantel, partitions, or floors. Upper and lower picture rails for displaying photos or small objects are available. Screw eyes are in the upper picture rails from which strings or wires may be suspended.
- Items on the Samish Stories wall and entry walls are to be left in place and not disturbed or removed. If you need display space in addition to the picture rails and mantel, you are welcome to bring your own freestanding displays.
- Smoking is not allowed within the building. Smoking outside the building must be at least twenty-five feet from entrances, exits, opening windows, and ventilation intakes per Washington State RCW 70.160.075.

- Open flames may not be used in the building. Electronic candles may be used.
- Items such as confetti, silly string, glitter, birdseed, rice, etc., are not permitted in the center or on the grounds.
- Balloons must be anchored down at all times. In the event a balloon comes loose, it may become tangled in one of the fans, in which case the Renter will be responsible for repairs and/or replacement of fans.

Cleanup:

Renters are responsible for leaving the center as they found it and for cleaning the center and surrounding areas (parking lot, barbeque, and picnic areas) per the Cleanup Checklist on page 11. The Samish Island Community Center does not have garbage service; use trash bags found 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 \$20 for smaller amounts. There is no charge for recycling drop-off.

Wireless Internet Service:

The Community Center has wireless Internet service. The network name is SICC Friends.

Key Checkout and Return:

A key is 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: <https://samishisland.net/hall-rental/community-center-photos/>

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 in the space. Return the key to the same place you picked it up.

Parking at the Center:

Parking is allowed only on the graveled parking area. No driving or parking is allowed on the grass in the back, as that area contains the septic tanks and drain field. The parking lot can accommodate approximately thirty cars.

Equipment and Supplies Included in Your Rental

General

Black portable foldable screens (2)
Dehumidifier – in kitchen
Air Purifier – NE corner under screen

Kitchen Appliances

Range - propane (oven and four burners)
Microwave
Dishwasher
Refrigerator w/top freezer

Small Appliances

Bunn Drip Coffee Maker 392, 2 hotplates
45-cup Percolator Coffee Maker
Electric water kettle & stovetop tea kettle
Electric hand mixer

Cooking Supplies & Utensils

Miscellaneous cooking & serving utensils, openers, knives, etc.
Bring your 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)
Wine glasses (36)
Fire King coffee mugs (45-50)
Dinner Plates (~f36)

Tables

8 round 5' diameter tables
12 rectangular 8' x 30" tables
2 rectangular 6' x 30" tables
2 rectangular 4' x 30" tables
2-3 small utility tables
Table leg extenders for higher work-style or presentations table
Lectern (in back storage area atop file cabinet)

Chairs

100 black chairs

Tablecloths (you wash and return after)

Informal:

-Sage Green Tablecloths (round and rectangular)

Formal:

-Black long tablecloths (floor-length) for formal weddings and 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 – you haul your trash& recyclables

Kitchen wastebasket and liners (replace the liner)
Large trash bins and liners (replace the liner)
Dish rags and towels (you wash and return)
Dish soaps and scrubbers
Dishwasher soap
Broom and dustpan
Large brooms
Floor washing bucket and mops

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)

Outdoor Grill

Grates-stored in the indoor storage area

Bring your own

Plates, napkins, paper coffee cups and paper goods
Coffee, tea and fresh half & half or creamers (powdered is available)
Ice cubes or crushed ice

Equipment Available for an Additional Rental Fee

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

Epson PowerLite 1286 Wireless WUXGA 3LCD Projector

<https://epson.com/For-Work/Projectors/Meeting-Room/PowerLite-1286-Wireless-WUXGA-3LCD-Projector/p/V11H846120>

Bose L1 Compact PA Sound System

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 on 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 five to ten minutes. Should you deem its use 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: <https://www.youtube.com/embed/PaxwHxEuiN8?rel=0>.

Gas Fireplace Operation

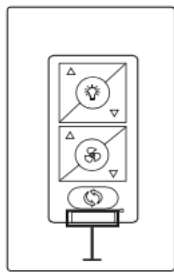
The gas fireplace can be turned on and off using the small rocker switch on the outside edge of the upper right corner of the faceplate, near the dedication plaque. When first turned on, the flame will be blue but will change to yellow/orange after about fifteen minutes. The fan will turn on automatically after about fifteen 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.


Overhead Fan Operation

The three overhead fans are controlled by one wall switch in the center of the west wall of the building. They operate in sync. If the lights, fan, or rotation is not in sync with the units on, press the corresponding control button for four seconds until they turn off. Upon restarting, they will be in sync.


WALL CONTROL BUTTON FUNCTIONS



 button: Turns the light ON or OFF.
Press or hold Δ to increase the light level.
Press or hold ∇ to decrease the light level.

 button: Turns the fan ON or OFF.
Press or hold the Δ button to increase fan speed.
Press or hold the ∇ button to decrease fan speed.

ON-OFF Switch

 ON-OFF Switch: Pull tab to power off in case of emergency. Not necessary for normal fan operation.

NOTE: Your fan features 6 speeds. An audible tone will indicate when the speed is increased or decreased. When the fan has reached the minimum maximum speed level the fan will beep twice.

Kitchen Equipment Operation Notes

Bunn Coffee Maker 392: This machine takes twenty-five to thirty 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 forty-five minutes before you want 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 center. The next renters will unload the dishwasher. Put soap in the main wash compartment and close it. 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, contact any Board member per the SICC website.

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. Important – see instructions posted on closet wall.		
Wipe tables and return to racks in the storage room.		
Wipe chairs, stack 7 high in the storage room. Use the chair dolly to move chairs easily without damaging the floor.		
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 the refrigerator and freezer.		
Turn off the coffee maker and unplug.		
Unplug electric kettle.		
Turn off the oven and stovetop.		
Load the dishwasher with center equipment, add soap, start the normal wash cycle, toggle “Heated Dry” button to off (no green light).		
Put away unused or clean items in cupboards or bins.		
Tidy the 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 the parking lot.		
Close and latch all windows, including the kitchen and bathroom.		
Turn thermostat down to 50 degrees.		
Turn off fireplace		
Turn off fans and all lights, including back storage area and restroom.		
Take tablecloths to launder if soiled; return to the rental agent within 3 days.		
Close and lock all 3 exterior doors.		

Renter: _____

Date: _____

SAMISH ISLAND COMMUNITY CENTER, Inc.

Community Center Rental Agreement

Mailing address: PO Box 268, Bow, WA 98232

Street address: 11292 Blue Heron Rd.

- 1. Rental Period.** For each rental day, the community center is available to you from 8:00 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.
- 2. 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.
- 3. 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.
- 4. Damage Deposit.** We require a separate check for a damage deposit to cover defacement of or 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 center, projector, and sound system rental. Deposits are per rental. The Renter agrees to pay for any defacement, damage or loss and for any required cleanup they did not perform. If music does not cease by the required time or guests do not leave by midnight daily, the center rental portion of the damage deposit will be forfeited.
- 5. 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.
- 6. Insurance:** Renter agrees that they are using the center at their own risk and Renter assumes all risk of loss or damage to themselves, their property or their guests. The Renter must provide proof of insurance in one of the forms listed on pages 5-6 of this rental information booklet.
- 7. 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.
- 8. Any non-resident who wishes to rent must have a Samish Island sponsor.**
- 9. Agreement of Terms of Rental.** By signing this Samish Island Community Center Rental Agreement, the Renter agrees to these terms of rental and the policies on pages 4-7 of the SICC Rental Information booklet. The 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.
- 10. Lost Key Fee:** The Renter agrees to pay SICC \$50 if the key is not returned to SICC.

11. The Samish Island Community Center may be reserved for the periodic and temporary use of local citizens and organizations. 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 the renter's use of 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.

12. Amounts Due are as follows:

Item	Rental Fee			Damage Deposit-per Rental	
	Rate	Units	Rental Fee	Rate	Deposit Amount
Community Center Member	\$100/day		\$	\$500	\$
Non-Community Center Member	\$125/day		\$	\$500	\$
Projector	\$35/rental		\$	\$250	\$
Sound System	\$75/rental		\$	\$500	\$
Community Center Member–Island Family Memorial Service; includes projector and sound system upon request	\$0/day		\$	\$500	\$
Totals					
			\$		\$

Please write two checks payable to the Samish Island Community Center (or SICC), one for the total rental fee and one for the total deposit.

Date(s) of Use: _____ Expected Hours of Use: _____

General Description of the Event: _____

Renter Name: _____

Renter Address: _____

Phone: _____ E-mail: _____

Proof of Insurance Included: _____ Island Resident? YES NO

Island Sponsor Name (non-Island renters only) _____

Phone: _____ E-mail: _____

Signature: _____ Date signed: _____