

ARCHIVAL BUILDING FEES

Anderson Island Historical Society

9306 Otso Point Road
Anderson Island, Washington 98303
<http://www.andersonislandhs.org/>

PURPOSE OF POLICY: To establish a fee structure for use of the Archival Building.

I. Purpose of the Archival Building (AB)

The primary purpose of the AB is as stated in AIHS Policy 2017-16

II. Usage

The primary and always priority usage of the facility and any part of it shall be to further the mission of the Historical Society.

When appropriate, the AB in whole or in part may be made available on a non-interference basis to other island organizations, individual members or on occasion, non-members. Such availability shall be at the discretion of the AIHS Board of Directors and shall be at the expense of the requesting entity

The AIHS will shall consider all requests for use of the facilities fairly and without discrimination.

III. Fee Structure for use of the Archival Building

A. General Rules

1. Fee for use by AIHS Functions

There shall be no fee collected for the use of the archival building by any AIHS sponsored group or any of its associated subsidiary committees.



2. Fee for use by AIHS Members

(a) At the discretion of the board, AIHS members may be permitted free use of the building for non-profit functions related to the archival building purposes defined in Section I.

(b) At the discretion of the board, Private Functions by members or non-members for purposes not related to those defined in Section I may be permitted. Fees for these functions shall be collected as defined in the fee chart in appendix A. Use of the facility shall comply with all existing AHIS policies and standard practices.

3. Fee for use by other Anderson Island organizations

(a) At the discretion of the board, other island organizations may be permitted use of the building for non-profit or for profit functions as defined in Appendix A.

(b) All organizations permitted use of the archival building shall assure conformance with all **AIHS Policies**.

4. Determination of allowable usage

The board of AIHS shall retain the right to accept or reject any requested use of the building by any organization or individual so long as the acceptance or rejection is in compliance with **AIHS Anti-Discrimination Policy 2008-4**.

IV. Responsibility

The president shall ensure the enforcement of this policy.

Adopted by the Board of Directors

 Date: 4/14/219,

Robert Bedoll, President

Anderson Island Historical Society

References:

AIHS Policy 2009-9 (Cooperative Events Policy)

AIHS Policy 2009-10 (Private Events Policy)

AIHS Policy 2008-4 (Anti-Discrimination Policy)

AIHS Policy 2017-16 (Archival Building Rules)

AIHS Policy 2018-19 (Archival Building Usage)

APPENDIX A: POLICY 2018-17 Archival Building Fees

USER	EXAMPLE	JANITORIAL FEE	4 HOUR ROOM RENTAL CHARGE	ROOM CHG.EXTRA OVER 4 HOURS	4 HOUR COORDINATOR CHARGE (4)	RETURNABLE DEPOSIT (1)
AIHS SPONSORED EVENT	AIHS SPONSORED ARTISTS, BANDS, PUBLIC MEETINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ISLAND ORGANIZATIONS, Not for Profit event	ORGANIZATION PUBLIC MEETINGS & NON PROFIT EVENTS	\$ 50.00	DONATION	DONATION	NONE WITH AN ON-SITE AIHS SPONSOR (3)	\$200
- (ORGANIZATIONS For Profit) -(PRIVATE RENTAL), - (MEMORIAL SERVICE NON MEMBER)	BAND CONCERT, FILM FESTIVAL, RECITAL, NON-MEMBER MEMORIAL SERVICE,	\$ 50.00	\$100	\$20/HR	\$100 (2)	\$200
OFF ISLAND ORGANIZATION Not for Profit Meeting	MUSEUM	\$0.00	DONATION	DONATION	NONE WITH AN ON-SITE AIHS SPONSOR (3)	\$0.00
CIVIC ORGANIZATIONS	COUNTY, AICAB, TANNER	\$ 50.00	DONATION	DONATION	NONE WITH AN ON-SITE AIHS SPONSOR (3)	\$0.00
MEMORIAL SERVICE-MEMBER*	MEMBER* OR MEMBER IMMEDIATE FAMILY MEMORIAL SERVICE	\$ 50.00	\$0.00	\$0 IF NO SCHEDULE CONFLICT	NONE WITH AN ON-SITE AIHS SPONSOR (3)	\$200
WEDDING-MEMBER*	MEMBER* OR MEMBER IMMEDIATE FAMILY WEDDING	\$ 50.00	<76=\$200 <201 \$350	25	negotiable	\$500
WEDDING-NON MEMBER	NON MEMBER WEDDING	\$ 50.00	<76=\$350 <201 \$500	25	negotiable	\$500

*SEE DEFINITIONS FOR MEMBER

1-IF DAMAGE EXCEEDS THE DEPOSIT, SPONSOR WILL BE BILLED FOR THE BALANCE
2-UNLESS RESPONSIBLE AIHS SPONSOR PRESENT ON-SITE
3-OTHERWISE \$100
4-\$20/HR OVER 4 HOURS