

Policy for Cooperative Events

Held At The

Anderson Island Historical Society

Johnson Farm

This policy presents the requirements for events held at the AIHS Johnson Farm (the farm) for the benefit of other organizations (cooperative events). The purpose of this policy is to assure the safety of organizing personnel, their guests, and the facilities of the farm.

The following requirements are necessary for all cooperative events held at the Johnson Farm unless a variance is granted by the AIHS Board of Directors, who have the sole responsibility for such variances. Charges for use of the facilities, if any, will be determined at the time of the request. The appendix to this policy lists annual cooperative events currently held at the farm.

Farm supplied items

The farm will provide access to buildings as agreed to at the time of the request, including reasonable amounts of electrical power, lights, heat, and water.

Kitchen facilities can be made available by request for short periods. Extended use of the facility may require extra charges in order to cover costs. If requested, the farm may provide tables and chairs for use at the farm.

Conditions of use

The individual or organization responsible for the cooperative event assumes full responsibility for loss or damage of any kind to any and all equipment and facilities in their use at the farm. No farm equipment may be removed from the farm.

All equipment, including tables, chairs, utensils, etc. which are the property of the farm shall be returned unharmed to their normal place of storage in a clean condition.

All material not the property of the farm including setups, tents and stages, food, serving materials, cleaning supplies, trash and other refuse shall be removed from the farm at the conclusion of the event.

The requesting organization shall be responsible for any permits required for the event.

Fire, firearms, and fireworks are strictly prohibited on any part of the property.

Smoking is not permitted on the farm premises.

Alcohol, if served, must be provided by the organization, who accepts all responsibility.

The AIHS Sponsor shall be present for the entire event.

(continued on next page)

The requesting individual or organization hereby indemnifies the Anderson Island Historical Society of all responsibility and liability for any accidental injury or damage occurring during the event.

Agreed to by Responsible Party

_____ Phone _____

Organization _____ Date _____

AIHS Contact Person _____



CHECKLIST FOR COOPERATIVE ORGANIZATION

GROUNDS USE:

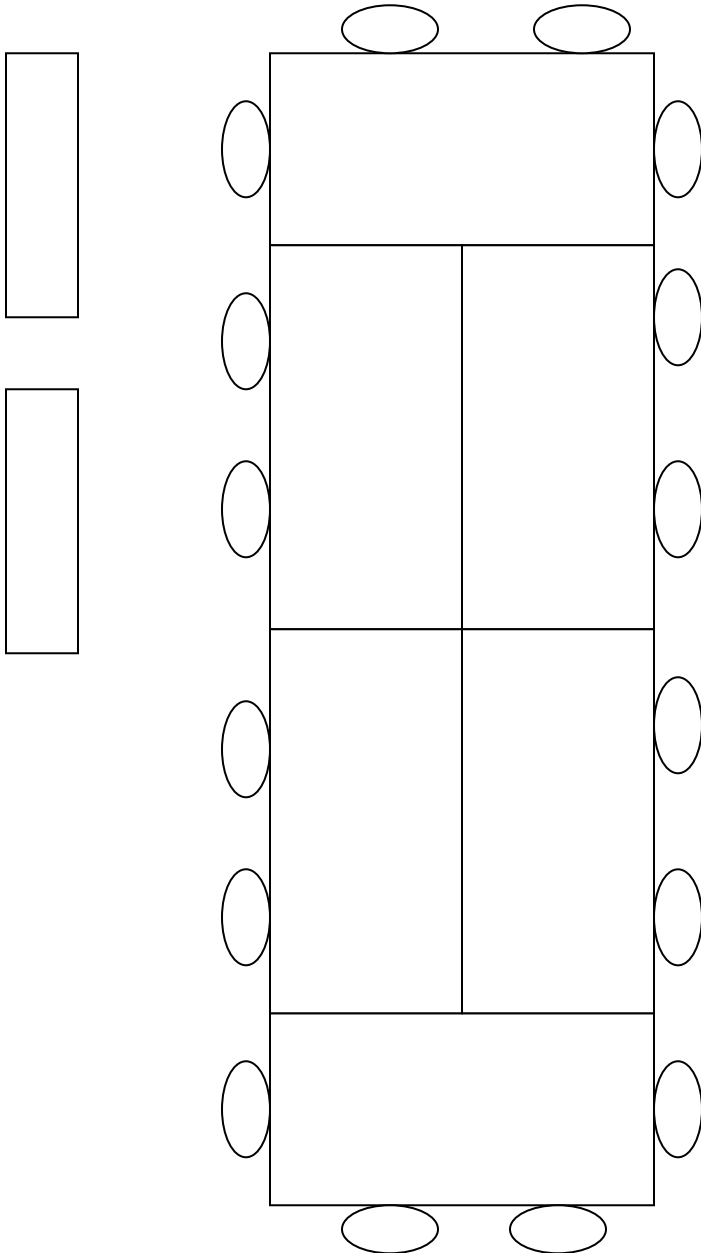
- All users are expected to be responsible for pets and scoop as required.
- Trash is picked up in restrooms, trash bags removed, toilets flushed, and sinks wiped dry.
- All debris left on grounds is picked up and bagged.
- All trash, boxes, and recycle is removed from the premises.
- If AIHS chairs, tables, tents were used at the event, all are clean, dry, and put away.
- Signs and decorations (if used) removed from property
- No smoking on Farm premises.

LOIS SCHOLL ROOM USE:

- All dishes, coffee pot, utensils washed and dried and put away.
- Check to be sure all stove elements and oven are turned OFF.
- We request that you bring your own dishtowels. If you should need to use AIHS dishtowels, please leave them draped over the sink to dry, being careful not to come in contact with wood or wallboard.
- Floors swept, and any spots or spills wiped clean. Please, however, do not mop the floor. There are special procedures for mopping the floor and AIHS volunteers will do the floor mopping.
- Restroom tidy; trash taken out; sink wiped clean; toilet flushed
- Stove wiped clean
- Items brought and refrigerated removed from refrigerator
- Room left in the attached configuration
- Back door locked
- Turn off all lights
- Thermostat turned down to 55 degrees
- Decorations (if used) removed
- Front door of Chicken Coop #2 locked
- All trash, boxes, and recycle removed from the farm property and disposed of properly
- Positively no smoking on Farm premises

CHECKLIST FOR COOPERATIVE ORGANIZATION

Configuration for Lois Scholl when you are finished with its use (work party lunch, Lois Scholl Society meeting, board meeting configuration?).



Please be gentle with our new floor!
Please don't drag tables, chairs, or boxes or do anything that might scratch the surface.

For both safety and good stewardship, wipe up any spills.