

ARCHIVAL BUILDING RULES Of Anderson Island Historical Society

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

PURPOSE OF POLICY: To assure that the Archival Building (AB) is used in compliance with the mission of the AIHS, is operated in a safe and efficient manner and is in compliance with applicable regulations of all government agencies.

I. Purpose of the Archival Building

1-The primary purpose of the AB is to store, protect and display documents and other artifacts related to Anderson Island and the South Sound and provide educational opportunities to learn about the history of the area.

2-Provide a community venue which helps to assure the sustainability of the Historical Society, expands historical education opportunities and continues to support the expansion and viability of island related activities.

II. Method

Provide a safe, comfortable, low maintenance and welcoming facility in which to accomplish the Purpose.

III. 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 or individual members. Such availability shall be at the discretion of the AIHS Board of Directors and shall be at the expense of the requesting entity

Although the AIHS will not solicit activities previously held in other facilities, it shall consider all requests for use of the facilities fairly and without discrimination.



The facility shall never be made available for any purpose that is illegal or contrary to the established policies of the AIHS. All usage shall be in conformance with government regulations and requirements including but not limited to all required permits.

A. Archival Building Usage Rules

(1) Who, What, When, Where and How

(a)-Who can use the building

Any AIHS sponsored activity such as:

- Tours
- Meetings
- Education Classes
- Presentations
- Storage
- Restoration
- Inventory
- Document Preparation
- Events

Non-AIHS

Any legal activity approved by the board, as restricted in A-3, such as:

- Research
- Related document storage
- Organization Functions
- Private functions

(b)-What areas and facilities can be used

AIHS

All areas and facilities

Others

Only facilities allowed by AIHS:

- Space in Main room, storage room & Library
- Single microphone & projector with sponsor assist
- Full sound and/or lighting with sponsor assist

(c)-What areas or equipment **cannot** be used

AIHS Board & Members

Any facility or equipment that the user has not been qualified for.

Non AIHS

- Office computers & equipment w/o AIHS technical supervision
- Integrated A/V Equipment w/o AIHS technical supervision
- Storage area w/o AIHS supervision

(d)-When can they use the building
AIHS

Pg. 3

Normally 7am until 10 pm to avoid neighbor disturbance. Exceptions can be made for activities that are solely inside the building and parking does not result in congestion or impact neighbor activities or privacy.

Non AIHS

Normally 7 am until 10 pm to avoid neighbor disturbance.

(e)-How are they to use the building

Conditions of use

All usage must have an AIHS Board member sponsor who is responsible for the activity. The sponsor shall assume responsibility for assuring all provisions of this document and other AIHS requirements are met.

There is no smoking or Vaping on any part of the AIHS Johnson Farm including buildings and ground.

The building will be left in the same condition as it was prior to the use including but not limited to:

All trash removed

Floors and other surfaces are clean

Lights and appropriate equipment are turned off

Doors are secured

No candles or open flames are allowed in the building.

(f)-How are they to access the building

Initial access to the building shall be by the North man door using the combination given to the sponsor for entry. In some cases, the combination will be for a one time use; therefore, it is important that the sponsor unlock the crash bar if repeated entries are required. For all events involving the public, the front (East) doors, the North door and the back (West) doors must have the crash bars unlocked.

(g)-How are they to exit the building

When exiting the building after final use:

Unlock all crash bars and verify doors are secured

Close all interior doors. Lock office, Janitor & storage doors if opened.

Exit through the North Man door and verify it locks securely

(h)-What can they bring into the building

Any legal substance **except** those shown in A-(1)-(i).

(i)-What can **they not bring** into the building

Guns or ammunition

Fireworks

Alcohol without a permit and AIHS approval

Recreational drugs

(k)-What **can not** be done in or around the building

No matches,
No lighted candles or flames of any kind
No heaters, electrical or gas, with or without open flames
No unapproved electrical fixtures including lights, fans, auxiliary sound equipment, etc

Pg 4

No holes, nails, pins or tape is permitted on walls, floor, beams or ceiling.
No illegal operations or noise that could disturb the nearest neighbor.
No illegal parking when accessing the building

(m)-What AIHS equipment can they use

No AIHS equipment shall be used without supervision by the building manager, sponsor or approved AIHS technician.

The office stove shall only be used by AIHS for warming. NO cooking of any kind is allowed. No use of the stove is allowed by non-AIHS

All food must be removed from the premises at the end of each event. No perishable food products shall remain in the refrigerator or in any other part of the building.

(n)-What is the charge for use of AIHS building and/or equipment

(See AIHS Policy 2017-2)

(2) Storage issues

(a)-What items can outside parties/organizations store in the building

Only Board approved historical items that are not perishable or susceptible to thief and do NOT require separate insurance. (See A-(1)-(i))

(b)-What items can outside parties/organization not store in the building

Only items approved by the board.

(c)-Who can store items in the building

Any entity approved by the board

(d)-How much can outside parties/organizations store in the building

Requests for storage must be approved by the board.

(e)-Where can they place/store items in the building

TBD by the board depending on the item.

(f)-How are they to be stored

Any items stored in the facility must be securely packaged in appropriate containers. Only Non flammable or plastic containers shall be used. No sacks, bags, cardboard boxes.

(g)-How long can they store items in the building

Determined by board for each item.

(h)-How can they access their stored items

Only with member sponsor or Building manager supervision.

(i)-When can they access their stored items

At a time coordinated by sponsor member

(j)-What access by non AIHS persons is allowed inside the building

Normally only the main room and library.

With sponsor or Building manager supervision, access to the office and storage rooms may be made.

(k)-What are the rules for storage of non AIHS materials

Execute a contract which releases AIHS, it's Officers and Directors of liability or insurance provided by the owner for any stored items

(m)- What are the charges for storage, if any
(See AIHS Policy 2017-3)

C: Loaned Items to AIHS

Pg. 5

Normally the AIHS will NOT accept loaned items for use or storage in its facilities. If an item is accepted on loan to the AIHS, it must be understood by all parties that the loan is accepted only for a specific period, AIHS has the right to demand its removal with notice at any time, the owner must release AIHS from any liability from harm and provide independent insurance for any item of value.

1-Condition of acceptance of Loan

Written release of liability or owner insurance. AIHS has the right to demand removal of loaned items at any time. If loaned items are not removed after adequate notification to owner, AIHS may dispose of the item at its discretion.

2-Insurance requirements

Any items of value that are accepted on loan to the AIHS, shall be insured by the owner for its full value, for the duration of the loan AND the owner will provide a written release to the AIHS of all responsibility for safekeeping of the items.

3-Release of liability

AIHS shall be released from any and all liability for the duration of the loan of any item.

4-Who can loan items to AB

(See AIHS Policy 2008-5)

IV. Responsibility

The president shall ensure the enforcement of this policy.

References:

AIHS Policy 2018-19 Archival Building Usage Policy
AIHS Policy 2018-17 Building Fees
AIHS Policy 2008-5 Acceptance of Loan Policy

Adopted by the Board of Directors



Date: February 8, 2017,

Robert Bedoll, President, Anderson Island Historical Society

Renumbered in 2018 from 2017-1 to 2017-16. Reference numbers adjusted.

Reviewed and Approved by the AIHS Policy Review Committee, 4/10/2019.