

# **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 AIHS 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: 1/8/2020,

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 2018-17E Archival Building Fees – effective 1/8/2020**

<b>USER</b>	<b>EXAMPLE</b>	<b>JANITORIAL FEE</b>	<b>NUMBER OF GUESTS</b>	<b>DAILY ROOM RENTAL CHARGE</b>	<b>ADDITIONAL ROOM CHG. OVER 4 HRS (5)</b>	<b>COORDINATOR CHARGE (4)</b>	<b>RETURNABLE DEPOSIT (1)</b>
AIHS SPONSORED EVENT	AIHS SPONSORED ARTISTS, BANDS, PUBLIC MEETINGS	\$0.00	<200	\$0.00	\$0.00	\$0.00	\$0.00
ISLAND ORGANIZATIONS, <b>Not</b> for Profit event	ORGANIZATION PUBLIC MEETINGS & NON PROFIT EVENTS	\$ 50.00	<200	DONATION	DONATION	\$100 (2)	\$200
- (ORGANIZATIONS For Profit) - (PRIVATE RENTAL), - (NON MEMBER MEMORIAL SERVICE)	BAND CONCERT, FILM FESTIVAL, RECITAL, NON-MEMBER MEMORIAL SERVICE,	\$ 50.00	<200	\$100	\$20/HR	\$100 (2)	\$200
OFF ISLAND ORGANIZATION <b>Not for Profit Meeting</b>	MUSEUM	\$0.00	<200	DONATION	DONATION	\$100 (2)	\$0.00
CIVIC ORGANIZATIONS	COUNTY, AICAB, TANNER	\$ 50.00	<200	DONATION	DONATION	\$100 (2)	\$0.00
MEMORIAL SERVICE- <b>MEMBER*</b>	MEMBER* OR MEMBER IMMEDIATE FAMILY MEMORIAL SERVICE	\$ 50.00	<200	\$0.00	See note 3	\$100 (2)	\$200
WEDDING- <b>MEMBER*</b>	MEMBER* OR MEMBER IMMEDIATE FAMILY WEDDING	\$100	<100	\$250	\$25	\$100 (2)	\$500
		\$200	101-200	\$500			
WEDDING- <b>NON MEMBER</b>	NON MEMBER WEDDING	\$100	<100	\$500	\$25	\$100 (2)	\$500
		\$200	101-200	\$1,000			

**1-**If damage exceeds the deposit, the Event Sponsor will be billed for the balance

**2-**Waived if the responsible AIHS sponsor present on-site during the event.

Designated "Fire Watch" person must be present if over 98 persons.

**3-**No charge IF no schedule conflict

**4-**\$20/HR OVER 4 HOURS

**5-**If no schedule conflict