



GUEMES ISLAND COMMUNITY CENTER ASSOCIATION (GICCA)  
7549 Guemes Island Road, Anacortes, WA 98221 [4gicca@gmail.com](mailto:4gicca@gmail.com)

## Facility Use Agreement COMMUNITY HALL “House Rules”

GICCA strives for a clean, welcoming facility operated primarily by volunteers and with limited custodial support. Caring for the facility and leaving it neat and clean is essential for your approved use. Your attention to these guidelines enables GICCA to continue providing this facility for all residents and visitors to Guemes Island. Thank you!

A door code will be provided to you to allow you to enter and to lock when leaving. It is not to be shared with others. The door code will be set before you arrive and removed after your use. Specific facility information, including “Opening and Closing Procedures” are found in the Green "Rental Manual" located in the southeast corner of the kitchen. A copy of the Opening and Closing Procedures is provided by email upon request and [HERE] on the GICCA website.

### **BUILDING CARE**

1. The rental includes the main community room, two restrooms, lobby, and kitchen area. Equipment includes tables, chairs, dishes, serving pieces, coffee maker, electric kettle, and kitchen appliances. There is one 12’ serving table that remains along the south wall. There are three rolling display bulletin boards available. An advance visit may be scheduled to confirm equipment or operation.
2. User may request a building orientation and inspection prior to first use. (When do we require a orientation or an inspection? If a large complex event, a pre-visit should be required, but repeat users like meetings should be fine.)
3. The space is clean when you arrive and must be clean when you leave. After your use, dust mop the floor, clean the counter, and vacuum as needed. Procedures and supplies are listed in the Closing Procedures document.
4. User is responsible for the care of the building during use. If things are not working properly, please contact the GICCA contact listed on the Facility Use Agreement.
5. If there is damage or additional cleaning required when you begin set up or after use, please contact the GICCA contact immediately to discuss. GICCA will coordinate with User either for User to complete the cleaning or repair work resulting from User’s use or for GICCA to contract for needed work at User’s expense. Additional cleaning will be charged at \$75 per hour for a one hour minimum or for the actual cost billed by a professional business. Payment is due upon receipt of the invoice. Other groups may have the facility scheduled for use and expect it to be in good condition, so prompt resolution is essential.
6. The kitchen is primarily used for serving food or reheating food with oven /microwave.
7. Decorations may be attached to walls only with blue or green removeable painting tape. Staples or tacks may be used in any of the rolling bulletin board panels.
8. The Hall is a SMOKE FREE ZONE. Smoking or vaping outside in designated area only.
9. The Hall is on well water and a septic system. Please conserve water.
10. The kitchen has a first aid kit and emergency response notebook. An AED is located on the wall at the SW corner of the Hall. An orientation to the AED is available upon request. In the event of an emergency call 911.



## **CLOSING REQUIREMENTS**

- Check the “Closing list” located inside the broom closet or in the Green manual.
- Wash and dry tables, if needed, before placing into storage racks.
- Carefully stack all folding black chairs onto rolling racks.
- Turn off TV monitor if used and return remote to the container on the shelf beneath the TV.
- Put any used dishes in the dishwasher after rinsing and run the dishwasher (soap is under the sink; we will unload) (Note: to conserve water, please use a tub to rinse dishes rather than running water). Large items and sharp knives should be handwashed. Wipe down the sink and counters after use.
- Return the thermostat to normal operation, following directions on the thermostat
- Please put garbage and recycle bags in the outside bins on the side of the building by the parking lot, ensuring lids are secure. Place new liners in the inside cans (found in the lower kitchen cabinet closest to the cans).
- Sweep the floors with the large dustmop in the broom closet near the bathrooms. Spot clean the floor as needed for anything sticky. Vacuum the rug in the lobby if needed. (Note: dust mop needs to be stored with the mop head facing up in case of rodents.)
- Turn off all interior lights; lobby lights turn off by themselves and exterior lights are on timers.
- Do not leave any equipment outside.