

ARCHIVAL BUILDING USAGE POLICY

Of

ANDERSON ISLAND HISTORICAL SOCIETY

The purpose of this policy is to define the specific usage, restrictions and rules which apply to all organizations or private parties which desire to use the Archival Building and its facilities.

1.0 General

1.1 Definitions

AIHS (HS): The Anderson Island Historical Society

Archival Building: Display and meeting building containing Stephenson Hall, McGoldrick Library, AIHS Office, Archival Storage and Historical Displays.

Event Sponsor: The person scheduling the usage of the building

Event Coordinator: The primary interface between the Event Sponsor and the AIHS. (See appendix D)

Building Manager: The AIHS person responsible for scheduling and managing use of the Archival Building and its facilities.

Firewatch: Person assigned to assure all fire codes are adhered to if more than 98 persons are in attendance. (See appendix C).

Director of Community Services & Events: Board director with overall responsibility for all AIHS events

1.2 General usage

For the purposes of this policy, approved groups shall include the following, subject to prior approval and appropriate fees and deposits:

AIHS Sponsored

Island Organizations

Related non-island organizations and civic groups

AIHS Members in good standing

Non-AIHS Members subject to approval

AIHS sponsored organizations and groups shall have preference for use of the facility; however, such use shall not override previously scheduled activities in the facility by other approved organizations or groups. Permitted use of the facility shall be considered on a case by case basis and approved or denied by the Building Manager or Event Director depending on scheduling conflicts, AIHS guidelines, and potential impact to the facility, and additional cost to the Historical Society or for any use considered to be inappropriate. Reasonable efforts will be made to accommodate all requests that meet AIHS guidelines.

If any person, group or organization violates the established rules, causes any damage to the facility or furnishings other than normal wear and tear or fails to follow any other instructions given to them by the building officials, their use of the facility may be restricted thereafter.

The AIHS reserves the right to deny use of any or all of its facilities.

2.0 McGoldrick Library

The McGoldrick library is available to approved organizations and groups that adhere to this policy and AIHS established rules.

Maximum occupancy for **McGoldrick Library** is 20 persons.

2.1 Rules for use of the McGoldrick Library.

Specific rules for use of the **McGoldrick Library** are shown in **Appendix A**. Fees, if any, for use of the Library, shall be as shown in **Appendix B**.

3.0 Stephenson Hall

Stephenson Hall is available to approved organizations and groups that adhere to the terms of this policy and AIHS established rules.

Maximum occupancy for **Stephenson Hall** is 98 persons. If an assigned **Firewatch** is present, the maximum occupancy is 200 persons seated or 299 standing only.

When **Stephenson Hall** is booked for an event, the booking includes the entire facility of the archival building including available chairs, tables and kitchen facilities, subject to any specific conditions included in the booking agreement or posted rules. Audio and Video equipment installed in the building shall be subject to a separate agreement.

3.1 Use of Stephenson Hall.

Rules for use of **Stephenson Hall** shall be as shown in **Appendix A**. Fees, if any, for use of **Stephenson Hall**, shall be as shown in **Appendix B**.

3.2 Scheduling of Events

Scheduling for all events in Stephenson Hall shall be done by the **Building Manager** in coordination with the **Director of Community Services and Events**. A **Yearly Calendar** will be maintained and accessible through the AIHS website www.andersonislandhs.org.

3.3 Coordination of Events in Stephenson Hall

An approved **Event Coordinator** is required for all events held in **Stephenson Hall**. The **Event Coordinator** will be in charge of event activities at all times and shall be responsible to assure that the established rules for use of the building are followed by all participants at the events.

The duties for the **Event Coordinator** shall be as defined in **Appendix D**. In the event of dispute between any of the parties that cannot be resolved by the **Event Coordinator** or the **Building Manager**, the Board of Directors of AIHS shall have final authority.

4.0 Storage by other Organizations or Persons

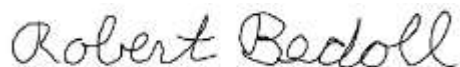
Storage of documents or artifacts by non-AIHS organizations, groups or persons shall be as defined by the general Building Rules in **AIHS Policy 2017-16**. The **Building Manager** will assign a storage location(s) for approved articles.

Responsibility

The president shall ensure the enforcement of this policy.

Adopted by the Board of Directors

Author: Ed Stephenson, Date: 9/12/2018 ,



Robert Bedoll, President 9/12/2018

Anderson Island Historical Society

Appendix A: Rules for use of the Archival Building

1.0 General Rules

Maximum occupancy of the building shall be as defined in sections 2.0 and 3.0 of this policy.

All external policies referenced herein must be adhered to.

No smoking of any type is allowed in the Archival Building or in any building or on the grounds of the AIHS Johnson Farm.

No alcohol shall be brought or consumed on the premises without first obtaining AIHS approval, the proper licenses and permits and paying appropriate building usage fees.

All events shall be subject to TPCHD rules and regulations pertaining to serving of food and drink. It is the responsibility of the **event sponsor** to obtain any and all required food and alcohol licenses or permits for the event and for providing official food preparation and handling oversight where required by TPCHD.

The kitchen stove may be used for warming food only. No cooking with grease or oils is allowed at any time. The refrigerator may be used for holding perishable food only during the event.

The exterior doors shall not be blocked open. The entire building is air conditioned to maintain 68 degrees Fahrenheit in all seasons which can be overcome by exterior temperatures resulting in excessive humidity, high power costs and complaints from neighbors from excessive noise.

Use of the building **is limited to the period from 7am to 10pm**. Any exceptions to that must be approved in advance.

Before exiting the building, the following shall be assured:

All facility appliances and fixtures and any equipment brought into the building shall be removed before exiting.

All installed AIHS appliances and equipment except the refrigerator, shall be turned off and verified, including but not limited to building lights, stove, display lighting and sound equipment.

All food shall be removed from the building (including items in the refrigerator) and spills cleaned up from all surfaces and floors.

All trash shall be removed from the building unless other arrangements have been previously made.

All interior lights shall be turned off and all exterior doors shall be closed, locked and verified when exiting the facility.

2.0 Rules for use of the McGoldrick Library

Maximum occupancy of the library shall be as defined in Section 2.0 of the parent Policy.

No smoking is permitted in the library or any of the Farm Buildings or grounds. That includes all tobacco and e-cigarette products.

No drinks, food or heavy objects should be placed directly on the conference table, side tables or book cases. Coasters or similar moisture barriers shall be used. Spills must be immediately cleaned up.

The chairs, tables or other furnishings located in the library shall not be removed except by prior arrangement. If furnishings are relocated for any reason they shall be returned to their original location before the facility is exited.

All lights and equipment used in the library shall be turned off when exiting. If used, the projection screen should be returned to the stowed position.

Windows should not be opened except in emergency. If windows are opened for any reason, they must be closed and blocked prior to leaving the room.

The door to the library shall be closed when exiting.

All General Rules shown in **Appendix A Section 1.0** apply.

3.0 Rules for use of Stephenson Hall

Maximum occupancy in the Hall is as shown in Section 3.0 of the parent Policy.

No smoking of any kind is permitted in the Hall or any buildings or grounds of the Johnson farm. That includes all tobacco and e-cigarette products.

No open flames are permitted. Sterno heat under serving dishes are an exception but must be monitored by a server at all times and extinguished as soon as serving is discontinued.

The chairs, tables or other furnishings located in the Hall or storage room shall not be removed from the building except with prior arrangement.

Setup and storage of tables and chairs in the facility is the responsibility of the **Event Sponsor**.

If furnishings are relocated for any reason they shall be returned to their original location at the end of the event.

Any fixture or equipment that is used, shall be cleaned, turned off as appropriate and returned to storage.

If audio equipment is used, it shall remain where located unless directed otherwise. Only a building official may move, attach, plug, unplug or otherwise adjust any of the audio or video equipment in the hall.

An **Event Coordinator** (see **Appendix D**) shall be required for all private and organization sponsored events in **Stephenson Hall** to assist the **Event Sponsor** and assure that all AIHS rules are adhered to.

All General Rules shown in **Appendix A Section 1.0** apply.

Appendix B: Fees, Charges and Deposits for usage of the building

The following fees, charges and deposits are applicable to all organizations

1.0 Deposits & Fees:

Deposits: A damage deposit as defined in **AIHS Policy 2017-17** shall be collected prior to holding an event in the hall. This applies to all events except those sponsored by AIHS. The deposit will be returned to the **Event Sponsor** less any deductions for damage, cleaning, trash removal or other defined expenses.

Usage Fee: A non returnable fee as defined in **AIHS Policy 2017-17** shall be paid in advance of the event to cover use of the facility.

2.0 Charges:

Trash: A charge as defined in **AIHS Policy 2017-17** will be deducted from the damage deposit.

Damage: An appropriate charge will be deducted from the damage deposit for any damage to the Hall, equipment or furnishings. If the cost for repairs exceeds the deposit amount, the **Event Sponsor** will be held responsible for the excess.

Cleaning: If more than normal and usual cleaning is required after the event, an appropriate amount to cover the cost for the added cleaning will be deducted from the deposit.

Setup: The Event Sponsor is responsible for setup and removal of tables and chairs for an event unless other arrangements are made.

Appendix C: Firewatch Requirements

If more than 98 persons are expected to be in attendance at an event in the building, a designated and trained **firewatch** shall be present at all times for the duration of the event. The **firewatch** can be arranged by the **Event Coordinator**.

Priority should be given to someone that is a member of the local fire department since they already have the proper training to deal with most common emergency situations.

The **firewatch** shall:

Accept responsibility for assuring that all safety measures are followed.

Not participate in any activities of the event that might distract their attention from this responsibility.

Assure that all exterior doors are unlocked or have unobstructed crash bars. All exterior doors shall be checked prior to the event to assure they can be easily opened if required.

Assure that no obstacles (chairs, tables, trash bins, displays etc) encroach on a 3 foot wide pathway to all exterior doors.

Assure that all required fire extinguishers are present and visible. (There are two units located in the Hall, one by the North door and one by the library).

Assure that no open flames are present throughout the event. Sterno for serving dishes is permitted if continuously monitored and promptly removed at the end of service.

The stove is for warming only. Assure that no cooking or warming with oils or grease occurs.

Issue warnings and supervise orderly evacuation of the building in emergencies.

(Note: smoke detectors may be set off by food odors, rising dust or smoke entering the Hall; therefore, be cautious when determining the cause of an alarm. If no obvious cause is apparent, evacuate the hall immediately. The exhaust fans in Stephenson Hall may be turned on to remove incidental smoke.)

Appendix D: Event Coordinator

1.0 Availability

During the Event: A trained AIHS **Event Coordinator** shall be available at all times during the event, from the time the building is first opened until the final occupant has left the building. Such availability shall include:

- opening and closing of the facility and
- available to answer questions in person or by phone or other means
- coordination with the **Building Manager** for the use of the audio/visual equipment in the Hall.

Setup: If setup for the event is required on days prior to the event, the **Event Coordinator** shall be available for that time also.

2.0 Eligible coordinator:

The **Event Coordinator** may be a trained person hired for the occasion or may be an appropriate member of AIHS who is fully aware of all rules and regulations for the archival building and knowledgeable of required equipment operation, any limitations and supply locations. Charges if any for the **Event Coordinator** shall be as defined in Section 4.0 of this Appendix.

3.0 Duties:

The **Event Coordinator** shall be responsible to assure that the established rules for use of the building are followed by all participants at the events.

They will assure that a designated trained **firewatch** is assigned if more than 98 persons are to be in attendance. The **Event Coordinator** may train a designated **firewatch** prior to the start of the event or act as the **firewatch** if they are present in the facility for the entire duration of the actual event and monitor all activities to assure compliance with all fire safety rules.

They will have a working knowledge of the normal equipment associated with the building including the heating/cooling system, kitchen equipment, air handler and interior and exterior lighting.

They will know the location and permitted use of equipment such as stove, refrigerator, coffee pots, tables and chairs.

They will know the location of included supplies such as towels, toilet paper, soap, mops, vacuum, etc. and assure that adequate supplies are available prior to the start of an event.

If AIHS audio or video equipment is to be available, they will coordinate its setup with the **Building Manager**, monitor its use at the event and assure it is turned off at the conclusion of the event.

They will be the primary contact with the **Event Sponsor** during the event.

They will contact the **Building Manager** if circumstances arise that are beyond their responsibilities.

4.0 Compensation:

Eligible **Event Coordinators** shall be paid an amount for each event that is set by the AIHS Board and as shown in **AIHS Policy 2017-17**. Approved AIHS members, acting as event coordinators will not receive payment.

References:

AIHS Policy 2017-16 Archival Building General Rules

AIHS Policy 2017-17 Archival Building Fees & Schedules

AIHS Policy 2009-09 Farm Cooperative Events Policy

AIHS Policy 2009-10 Farm Private Events Policy