

JOINT MEETING OF FICRA & THE FICRA BUILDING TRUST BOARDS
VIDEO/TELECONFERENCE MEETING MINUTES
Thursday, November 12, 2020, 6:30PM

2020-2021 FICRA Board

Miguel Martinez	President
Pia Beetham	Vice President
Candy Wawro	Secretary
Hal Goodell	Treasurer
Howard Stapleton	Past President

2020-2021 FICRA Trust Board

Howard Stapleton	President
Naomi Grant	Vice President
Gina Olson	Secretary
Hal Goodell	Treasurer
Karen Kretschmer	Director

Trust Board Attendees: Hal Goodell, Naomi Grant, Karen Kretschmer, Gina Olson and Howard Stapleton in attendance.

FICRA Board Attendees: Hal Goodell, Miguel Martinez, Howard Stapleton and Candy Wawro (joined meeting at 6:36pm) in attendance. Pia Beetham was absent and excused.

Additional Attendees: Jim Braden, Joan Broughton and Ray Kittleberger.

The Zoom Meeting started at 6:25pm and the Joint Meeting was called to order at 6:31pm. The meeting was posted and advertised to the residents of FI on the FICRA website with a minimum 10 days' notice.

Approval of October 8, 2020 Minutes: Joan Broughton noted some grammatical errors in the Draft Meeting Minutes (a misspelled word on page 1, two words repeated on page 5 and a missing word on page 6). Naomi Grant moved to approve the Minutes as amended to address the errors, Hal Goodell seconded the motion and it was unanimously approved.

Presidents' Report: Miguel reported that the Halloween "Outdoor Movie Night" was successful and that we were fortunate to have nice weather. Turnout was smaller than anticipated based on the survey. Miguel spoke with several families who indicated they were still not comfortable attending events with groups of people. Miguel believes we will have a better picture on the impact COVID will have on our events by summer. Those in attendance stated they thought it was a good idea, were glad to get out with their kids and that they had a good time. Miguel thanked Jim Braden and the other volunteers for their assistance in setting up the event. Howard Stapleton thanked all of our volunteers for their participation and stressed that any event we are able to provide at this time that gives people the opportunity to safely share time with others is great and should be celebrated.

Treasurer's Report: Hal Goodell

Hal shared the financial reports as of October 31, 2020 online with attendees. The following information was provided:

Trust Checking account: Oct 1 Balance: \$ 31,466.12 Oct 31 Balance: \$ 30,483.62
Trust Savings: Oct 1 Balance: \$ 295.69 Oct 31 Balance \$ 295.71
Trust PayPal: Oct 1 Balance: \$ 567.74 Oct 31 Balance \$ 23.97
Trust Capital Checking: Oct 1 Balance: \$ 3,925.45 Oct 31 Balance: \$ 3,697.08
Trust Reserve Checking: Oct 1 Balance: \$ 488.69 Oct 31 Balance: \$ 326.98
Trust Money Market: Oct 1 Balance: \$ 176,801.99 Oct 31 Balance: \$ 176,854.55

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Trust Money Market Detail:

Checking: Oct 1 Balance: \$ 70,691.86 Oct 31 Balance: \$ 58,769.42

Capital: Oct 1 Balance: \$ 74,000.00 Oct 31 Balance: \$ 85,975.00

Reserve: Oct 1 Balance: \$ 32,110.13 Oct 31 Balance: \$ 32,110.13

FICRA Checking: Oct 1: \$ 21,060.51 Oct 31: Cleared Balance: \$ 21,614.10

FICRA Money Market: Oct 1: \$ 31,023.58 Oct 31: Cleared Balance: \$ 31,023.58

FICRA PayPal: Oct 1: \$ 538.59 Oct 31: Balance: \$ 144.13

Hal intends to transfer all funds (excluding those required for rentals) out of PayPal monthly. Designated funds in the amount of \$11,975 from the years 2018 through 2020 were transferred from Trust Checking to Trust Capital. Gina noticed that the Trust Money Market ending balance from last month did not match the beginning balance for October. Hal indicated that this was because the transfers shown in the Checking Detail needed to be shown in the Trust Money Market account and that this would be corrected. The ending balance is correct. The amounts shown in the Trust Money Market Detail should add up to the totals in the Trust Money Market Account. Hal noted that he originally paid a \$475 cost for Movie Night out of Trust Checking instead of FICRA Checking and that this correction would appear in the November statement. Membership as of 11/11/2020 is at 315. There are 133 members from 2018-19 and 174 from 2019-20 that have not yet renewed. He will be working with Miguel to get a letter sent out to these former members. Ray Kittleberger stated that the clubs in Gig Harbor are seeing a membership loss of about 25% this year. Hal believes the FICRA membership numbers reflect historical trends, showing initial renewals in August through November, with other renewing when we send out reminders. He expects to get a renewal letter out within the next week or so. Miguel asked if, due to our current financial situation, we are at risk of not complying with IRS requirements applicable to nonmember revenue sources. Hal anticipates that we will comply with the requirement that 65% of our revenue come from members, since we are not expecting additional receipts from nonmembers at events.

Trust Board Resolution 2020-003 for Fund Transfers between Trust General and Capital Accounts:

Howard briefly summarized the intent of the Resolution, which is to provide Board authorization for funds transfers for capital projects consistent with our policies and project discussions. After some discussion regarding documentation for the original Board approval for classroom blinds (\$1,800) and confirmation that the Board already approved \$8,500 for the South parking lot, the Resolution was amended to reflect the total expenditure for classroom blinds. The Amended Board Resolution 2020-003 provides that surplus funds originally approved for the following completed projects will be transferred from the Trust Capital Accounts back to the Trust Checking Account:

- \$331.30 for Basement water management; and
- \$18,000 to paint NCC outside walls.

The Amended Resolution approves additional funds for the following Capital Expenditures Projects and stipulates the funds be transferred to the appropriate Trust Accounts:

- \$600.00 for Electricity to and preparation of the garage; and
- \$2,123.64 for Blinds for Classrooms; and
- \$300.00 to Grade and drain the South parking lot.

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Gina moved to approve the Amended Resolution (attached), Hal seconded the motion and it was unanimously approved by the FICRA Trust Board.

Updated Rental Agreement, Facility Use Rules and COVID-19 Requirements for NCC: Howard discussed the updated recurring use rental agreements, facility rules and COVID-19 requirements distributed with the Board Agenda. Changes have been made to include COVID-19 requirements based on the current State of Washington guidelines for Miscellaneous Rental Venues. It is likely that the documents will be changed again, as requirements change and experience guides us. In addition to the moving guidelines from the State, the agreements need to consider the specific recurring use proposed by renters. For this reason, the Recurring Use Rental Agreement should be considered a template than needs to be adjusted based on the exchange of information with each renter for each unique use. Since the Board approves all recurring uses, this approach should work for now. The agreements will incorporate more standardized Facility Rules and COVID-19 Requirements/Procedures as attachments that can be updated as conditions change. Howard is recommending that we use the templates for any proposed interim NCC use and for our legacy arrangements in place. We will continue to work on our new rental structure with rate options. Our current challenge is how to structure our rates to incorporate the additional costs associated with disinfecting the facility under the current conditions. Miguel asked when we would have the new agreements and guidelines available to answer questions from potential renters and publish on social media. Howard responded that the information could be made available immediately, but we will need to stipulate that proposed use is subject to changing State requirements. All requests should be directed to our Rental Coordinator (currently Jim Braden) to determine if we are able to provide the facility for their proposed use and what costs would be applicable. Miguel has asked Jim to get together with Candy Wawro to determine the information needed. Jim noted that we have quite a few requests already, advising that we move slowly for now and “test the waters” to see how things work out. We have some responsibilities (i.e. COVID-19 Compliance Monitor) that need to be loaded on the backs of renters and the negotiation of this takes some time. He would like to see the Boards acknowledge that the documents put together reflecting our instructions and limitations are sufficient for the moment and trust the Rental Coordinator, working with the Board, to address requests for now. Howard concurred with this approach. The facility is available, if they meet the requirements for the type of activity proposed, but this is a very limited group right now. Naomi moved that we use the documents and guidance (attached) as templates for now. Gina seconded the motion and it was unanimously approved by both Boards.

Trust Citizens’ Patrol & Emergency Preparedness: Jim reported that Citizens’ Patrol met on the 12th. Things are going well with respect to the crime rate and there is nothing dramatic to report. Emergency Preparedness is at a crossroads, anticipating a return to normal, but the new normal is expected to be restrictive. He will be calling together the main players (cabinet meeting) to start looking at where the organization and processes are going. There are some new persons involved who have recommended pulling together our procedures in writing. Jim will come back to the Board with any significant changes to be undertaken.

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Buildings and Grounds:

Project Status – Jim stated that the form already distributed reflects the priorities on outstanding and future projects. The team is currently working on the Capital Expenditures Report, trying to make it easier to understand. Future (proposed) projects will also be listed on the report and will be tracked for the Board, so priorities can be monitored and adjusted. The window project is moving forward, with another firm onsite Monday to provide a revised estimate for the front windows. Replacement of the rear vinyl windows is still at the preliminary estimate phase. Ray Kittleberger stated that the seats in the fire pit area that were rotted out have been replaced. The work was done by Tom Novotney, one of the volunteers from the Men’s Coffee Group. The long term plan is to replace the seats with composite material that is similar to Trex.

NCC Rental/Use Requests – Candy asked if there has been any progress on Lance Power’s proposed use. Jim has been in communication with him. Under the proposed guidelines, Lance Powers would be able to use the facility if the requirements related to COVID-19 can be addressed. Jim will be working with Howard and Hal to develop rates applicable to the proposed use. We also expect to work with our legacy tenants (Cub Scout Pack 27 and AA) to get them on track with the new guidelines and rates. Howard noted that the team working on the NCC Usage Policies and Guidelines voted in favor of allowing use of the building on an interim basis (2 month timeframe) in a straw poll at the meeting on 10/29/2020. The building has very limited usage right now and there are not many eligible categories of use practical under the State guidelines. The ballpark rate is expected to be \$100 or less per session, depending on our actual cleaning costs.

FICRA Publicity: Miguel reported that the team is learning quite a bit. Times are different this year and we will continue to improve on how we campaign as we move through different events and activities. The feedback suggests we need to do more as the date for the event approaches. Miguel would like to get feedback regarding outside requests to use our website to post information about COVID-19 testing. Naomi looked at some of the material Miguel provided and expressed concerns that payment information was not clear and costs appeared to range from nominal to \$1,200. She wants to ensure that we are not advertising for them, but providing service information relevant to Fox Island residents. Karen Kretschmer had the same concerns and also expressed concern about the process used by a privately funded organizations. They appear to be a media outlet instead of a health organization, soliciting business referrals. Gina said that, with the additional information Karen provided, it was probably a no-go for her. The consensus of the Boards is that we should continue to link to official websites, which in turn, can direct people to specific services. Jim has a number of pictures from the Halloween Movie Night, Clean Up and Garden Work around the gazebo that can be used for publications, emails and postings. This would help keep our profile up in the community. Miguel asked that Jim forward the pictures to him so he can work with Candy and Cheryl to get the pictures out on social media, and he can work with the team to get a newsletter out over the next couple weeks.

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FICRA Social Activities: Candy has been working on an island light display. Candy stated that Fox Island Magazine is working on some kind of “Lighted Home Tour” with the monies go toward a student scholarship. She has also spoken with Janet about a scavenger hunt or “Amazing Race” event that could be done with social distancing to support the island. Miguel would like to help support whatever events have already been planned. Ray asked if there were any plans for decorating the NCC this year. Miguel is meeting with Jim and Rob Moore to address this. He wants to see us use our activities funds to “go Chevy Chase” (see it from space) on the NCC this year.

Unfinished Business: Hal confirmed that the account balances reported on the financial reports for October are correct and that the numbers shown in the September Meeting Minutes may have been incorrect.

New Business: None

Meeting Adjournment: The meeting adjourned at 7:37pm.

Next Meeting: The next FICRA and FICRA Trust Board Meetings are scheduled for Thursday, December 10, 2020 at 6:30pm via video/teleconference. The meeting notice and instructions for receiving the Zoom meeting invitation are posted on the website event calendar.

Respectfully submitted by Gina Olson and Howard Stapleton

FICRA Building Trust
BOARD RESOLUTION

SUBJECT: Funding for Capital Expenditure Projects
RESOLUTION NUMBER: 2020-003
ADOPTION DATE: November 12, 2020

In accordance with the process documented in the FICRA Trust Board Minutes of 11/8/2017, surplus funds originally approved for the following completed projects will be transferred from the Trust Capital Accounts back to the Trust Checking Account:

1. \$331.30 for Basement water management; and
2. \$18,000 to paint NCC outside walls.

The Board of the FICRA Building Trust approves additional funds for the following Capital Expenditures Projects to improve the Nichols Community Center (NCC) buildings, structures and grounds, with the funds to be transferred to Trust Accounts designated for this purpose:

1. \$600.00 for Electricity to and preparation of the garage; and
2. \$2,123.64 for Blinds for Classrooms; and
3. \$300.00 to Grade and drain the South parking lot.

Resolution Approved per Board Minutes of November 12, 2020



President, FICRA Building Trust Board of Directors (signature)

Nichols Community Center Rental Agreement – Recurring Use

690 9th Avenue, PO Box 25, Fox Island, Washington, 98333

Name: _____ Email: _____

Address: _____

Home & Cell Phones: _____ Number of Attendees: _____

Purpose for Rental: _____

Areas Requested (circle): Auditorium / Classroom 1 / Classroom 2 / Other: _____

Contact Person at Events (name & cell phone): _____

THIS AGREEMENT is made and entered into by and between the FICRA Building Trust, "Trust," and _____, hereinafter referred to as "Renter" for use of the Nichols Community Center (NCC) facilities located at 690 9th Avenue, Fox Island, Washington, 98333, hereinafter referred to as "Facility," for the purposes set forth below.

WHEREAS, the Renter desires a temporary non-assignable right to use and occupy a portion of the premises of the Facility, NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE FOLLOWING PROMISES, COVENANTS AND CONDITIONS, THE PARTIES AGREE AS FOLLOWS:

- FACILITY RULES:** The attached NICHOLS COMMUNITY CENTER FACILITY RULES and NICHOLS COMMUNITY CENTER COVID 19 REQUIREMENTS/PROCEDURES form an integral part of and are incorporated into this agreement. Copy received by Renter: Date: _____ Initial: _____
- USE AND PURPOSE:** The Renter shall restrict their use of the Facility to the approved areas for the purpose listed above. The Renter may not use any other part of the Facility for any other purpose without the expressed written consent and permission of the Trust. Please note that the Trust allows public access and there may be public use of the grounds during the rental period. However, paid renters have priority use of certain outdoor areas, such as the gazebo and fire pit, if included in this agreement. The following common and outdoor areas are included in this agreement:
Kitchen / Restrooms / North Deck / Gazebo / Fire Pit / Other: _____
- RENTAL PERIOD:** The use of the Facility by the Renter is restricted to the following dates and times, inclusive of all deliveries, set-up, and cleaning performed by the Renter or vendors provided by the Renter:
 - Rental Date(s): _____ through _____
 - Rental Frequency: Daily / Weekly / Monthly / Other _____
 - Rental Time(s): from _____ AM/PM to _____ AM/PM
 - Additional Detail on Rental Days/Times (if required): _____
- RENTAL FEE:** Renter shall pay the Trust for the use and rental of the Facility as described herein the sum of: _____ Dollars (\$ _____ .00) which is due at the beginning of the month of use or at another mutually agreed upon time frame specified here (_____). A conditionally refundable Cleaning and Damage deposit of Five Hundred Dollars (\$500.00) is also due between 10 and 45 days prior to the commencement of rental. Liability for cleaning or damage is not limited to the amount of the deposit. The Facility is not available for use by the Renter until the rental fee and the Cleaning and Damage deposit are both paid.
- CLEANING AND DAMAGE:** The building, grounds, furniture, appliances, landscaping and all appurtenances must be left clean and undamaged as detailed in the NICHOLS COMMUNITY CENTER FACILITY RULES. If not, Renter will forfeit all or part of the Cleaning and Damage deposit and be responsible for any replacement/repair costs above that.
- INSURANCE:** Renter agrees to provide a Certificate of Insurance showing evidence of an insurance policy covering public liability with combined bodily injury and property damage in an amount not less than One Million Dollars (\$1,000,000) for the duration of the rental period. The Certificate must name both FICRA and the FICRA Building Trust (690 9th Avenue, PO Box 25, Fox Island, Washington, 98333) as the additional insured or holder and include the name and address of the insurance provider and the signature of a

Nichols Community Center Rental Agreement – Recurring Use

690 9th Avenue, PO Box 25, Fox Island, Washington, 98333

representative of the insurance company. The Certificate must be provided to the Rental Coordinator a minimum of 10 days prior to the start of use.

7. **LAWFUL USE:** Renter agrees to comply with all of the laws of the United States and the State of Washington and all of the ordinances of the County of Pierce, Washington and with the Facility Rules specified herein.
8. **ASSIGNMENT:** No assignment of this agreement shall be made by Renter without prior written consent of the Trust.
9. **CANCELLATION BY RENTER:** In the event the Renter cancels this agreement more than fourteen (14) days prior to the beginning of the rental period, the Rental Fee and Cleaning and Damage deposit will be refunded. In the event the Renter cancels this agreement less than fifteen (15) days prior to the beginning of the rental period, the Renter forfeits an amount equal to one-half of the Rental Fee that would have been paid in the first 30 days, and any amount of the Cleaning and Damage deposit in excess of this forfeited amount will be refunded.
10. **CANCELLATION BY TRUST:** In the event that the Cleaning and Damage Deposit and Certificate of Insurance have not been received ten (10) days prior to the event date, the Trust may cancel the reservation and one-half of the Rental Fee will be forfeited. In addition to the right to terminate this agreement upon Renter's default, the Trust shall have the right to terminate all or part of this agreement at any time, without liability to the Trust, upon thirty (30) days written notice. This agreement may also be terminated at any time when the facilities are required for public necessity or emergency use. If the agreement is terminated due to public necessity or emergency use, any and all deposits and fees paid by the Renter shall be refunded.
11. **INDEMNIFICATION, & LIMITATION OF LIABILITY:** Renter agrees and warrants that the Renter and any member of the Renter's party including, guests, caterers, musicians, performers, and drivers, shall indemnify and hold harmless FICRA and the FICRA Building Trust, their Board of Directors, all volunteers and the Facility, from any and all loss, theft, injury, expenses, damage claim, legal action, or any other type of liability whatsoever, including court costs and attorneys' fees that may arise out of the use of the Facility.

The Trust reserves the right to cancel the rental agreement and to evict the Renter and/or any other members of the Renter's party from the premises at any time if, during the course of the use of the Facility, any legal violations occur, including, but not limited to the serving of liquor to minors, the use or sale of illegal substances or the sale of liquor. The Trust further reserves the right to evict the Renter and/or members of the Renter's party in the event that any unsafe or disruptive conditions are being maintained on the Facility by the Renter and/or their guests upon request of Pierce County law enforcement officials or the Rental Coordinator for the Trust. In the event of the termination of the event for any of the reasons set forth in this paragraph, there will be no refunds of any rental fees or deposits paid.

The Renter bears the risk of any conditions beyond the control of the Trust that will make the Facility unsuitable for use and occupation for the event for which the Facility is rented.

Renter's Signature:

I am at least 21 years of age and agree to abide by the terms of this agreement in exchange for rental privileges as set forth.

Signature

Date

Rental Coordinator's Signature:

Signature

Date

NICHOLS COMMUNITY CENTER FACILITY RULES
690 9th Avenue, PO Box 25, Fox Island, Washington, 98333

1. BUILDING, GROUNDS & FURNITURE

- a. Access to the building is allowed during paid rental date and times as stated in the rental agreement. Additional set-up and/or cleanup time must be pre-arranged and may incur an additional expense.
- b. The Nichols Community Center (NCC) and grounds must be vacated by 11:00 pm. It is the Renter's responsibility to allow for cleanup time.
- c. Absolutely no driving or parking is allowed on any grass area without express permission of the Rental Coordinator.
- d. No animals (except for service animals) are allowed inside the building.
- e. The Fire Department occupancy limit in the Auditorium is 80 persons with tables and 150 persons if only chairs are used.
- f. Access to storage closets and their contents in the two small classrooms is not allowed, unless explicitly included under Section 2 (USE AND PURPOSE) of the Rental Agreement.
- g. If the chalkboards in the Classrooms have been used, all markings must be erased and the boards cleaned unless other arrangements are approved by the Rental Coordinator.
- h. All decorations and methods of decoration attachment must be approved by the Rental Coordinator prior to use. No nails, tacks, glue (including glue guns) or tape may be used on the walls. Hangers that use the picture rail on the walls are available from the rental coordinator. All decorations must be removed immediately after the event unless other arrangements are approved by the Rental Coordinator.
- i. Live music and amplified sound (bands, disc jockeys, PA systems, etc.) may only be played inside and the sound must be at a level that does not project beyond the facility boundaries of the NCC.
- j. Renter is responsible for meeting any party servicing the event and for drop off or pick up of rented items. Note that the kitchen is not a certified food preparation facility.
- k. No tables or chairs are to be taken outdoors unless expressly permitted by the Rental Coordinator. No ice chests or similar wet containers are allowed indoors. Tables should not be dragged across the floors; carry them to move them.
- l. The building, grounds, furniture, appliances, landscaping, and all other appurtenances must be left clean and undamaged.
- m. FICRA and/or the FICRA Building Trust are not responsible for loss or theft of property or personal items left on the premises.

2. TRASH

- a. The facility does not provide trash or garbage service. Everything brought in must be taken out by the Renter.

3. NON-SMOKING FACILITY

- a. Smoking of any substance by any means is not allowed anywhere inside the NCC building nor outside on Trust property except for the parking areas.

4. ALCOHOL & FOOD

- a. Renter understands and agrees that if alcohol and/or food will be served at the Nichols Community Center, all permits and licenses required by law must be obtained from the State and/or Pierce County in the Renter's name and that food and/or alcohol service will be in accordance with applicable Washington State and Pierce County laws. Renter

NICHOLS COMMUNITY CENTER FACILITY RULES
690 9th Avenue, PO Box 25, Fox Island, Washington, 98333

will provide copies of all required permits and licenses to the Rental Coordinator. FICRA and/or the FICRA Building Trust assume no liability for the service of alcohol or food by Renter.

- b. Under no circumstances, are persons under the age of 21 allowed to be served or consume alcohol within the NCC or on the grounds.
- c. Failure to comply with these requirements may result, at a minimum, in forfeiture of the entire amount of the Damage and Cleaning Deposit.

5. CLEANING & DAMAGE

- a. The building, grounds, furniture, appliances, landscaping, or other appurtenances must be left clean and undamaged as detailed in the Completion of Rental Checklist appearing at the end of this document. If not, Renter will forfeit the Cleaning and Damage deposit and will be responsible for any replacement/repair costs above that.
- b. Any room where food was present must have floors damp (not wet) mopped and dried.
- c. All personal signs leading to the facility between Highway 16 and the facility must be removed by the Renter within 48 hours after the event. Failure to do so will result in a \$50.00 forfeiture of the Damage and Cleaning deposit.
- d. Cleaning services are charged at the rate of \$50.00 per hour, plus damages.
- e. If the Rental Coordinator is required to make additional trips to ensure cleanliness of the NCC, Renter will incur charges up to \$50.00 per additional trip.

6. CORONAVIRUS (COVID-19) INFORMATION

- a. The Renter and everyone in the Renter's party agrees to comply with all applicable Federal, State and local (including Pierce County) requirements pertaining to the Coronavirus response.
- b. Effective July 7, 2020, the Renter and everyone in the Renter's party will comply with Proclamation 20-25.6 by the Governor requiring face coverings, as specified by Order of the State of Washington Secretary of Health 20-03 and any subsequent revisions thereto.
- c. Renter acknowledges that they have been provided a copy of the "FICRA Building Trust COVID 19 Operational Requirements and Procedures" and agree to comply with all requirements.
- d. Failure to comply with these requirements will result in forfeiture of the Damage and Cleaning deposit.

Acknowledgment and Agreement to Comply With Facility Rules

Renter Signature: _____ **Date:** _____

NICHOLS COMMUNITY CENTER FACILITY RULES
690 9th Avenue, PO Box 25, Fox Island, Washington, 98333

Start of Rental Checklist (to be completed at start of access)

- _____ Conduct walk through for inspection of overall condition of facility
- _____ Verify that rooms are clean and ready for rental
- _____ Verify that restrooms and kitchen are clean and ready for rental
- _____ Verify that garbage cans supplied by facility are empty with fresh and spare bags in place

Note any concerns or existing damages here: _____

Renter Initials: _____ **Rental Coordinator Initials:** _____

Completion of Rental Checklist (to be completed at end of access)

- | | |
|--|---|
| _____ Entire rental group was out at scheduled time | _____ Floors are swept and mopped where needed |
| _____ Sink, stove and counter top wiped down and clean | _____ Tables are returned as directed by rental coordinator |
| _____ Soiled towels to be left on kitchen counter | _____ Chairs are left as directed by rental coordinator |
| _____ Refrigerator is cleared of Renter's food and is clean | _____ Mops/large garbage containers returned to utility hallway |
| _____ Dishes are washed and put away | _____ All outdoor areas used by the Renter are clean |
| _____ Garbage is removed from building | _____ Fire pit fire extinguished |
| _____ Outdoor cigarette bucket is emptied | _____ Lights are off (including gazebo light switch) |
| _____ Restrooms are clean | _____ Furnace turned to 60 degrees |
| _____ All decorations are removed | _____ No breakage or damage |
| _____ Chalkboards are erased | _____ Key is returned |
| _____ Painted furniture is in the auditorium | |
| _____ All five doors are securely shut (Do not slam! Close and pull firmly on the end of the handle) | |

Note any concerns or comments here: _____

Renter Signature: _____ **Date:** _____

Rental Coordinator Signature: _____ **Date:** _____

NICHOLS COMMUNITY CENTER COVID-19 REQUIREMENTS/PROCEDURES

Updated 11/12/2020

The FICRA Building Trust has established the following operational requirements/procedures in compliance with the State of Washington Phase 2 and 3 Miscellaneous Venues COVID-19 Requirements.

ORGANIZATIONAL INFORMATION

FICRA Building Trust

Nichols Community Center (NCC)

690 9th Avenue, PO Box 25

Fox Island, Washington, 98333

Contacts:

Jim Braden (Rental Coordinator) 253-459-5588

Howard Stapleton (FICRA Trust President) 253-227-9309

The FICRA Building Trust does not have any employees. The procedures described here are to be performed by volunteers, contractors, and the individuals and organizations using the NCC.

GENERAL REQUIREMENTS

1. The NCC may be used for business meetings, training, and testing (or substantially similar activities) that cannot be performed virtually.
2. At this time, the NCC may not be used for receptions, networking events or live entertainment.
3. All persons using the NCC and associated outdoor facilities (sports field, track, gazebo, fire pit, play area and grounds) are required to wear appropriate face coverings as described in the "Guidance on Cloth Face Coverings from the Washington State Department of Health" and maintain six feet of physical distance between households in all directions.
 - a. Exceptions to the requirement for face coverings include volunteers and contractors working alone at the facilities; if the individual is deaf or hard of hearing and is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or when there is no in-person interaction.
4. The maximum capacity for outdoor areas of the NCC may not exceed 200 people.
5. The indoor capacities for the following rooms inside the NCC may not exceed the following maximums, or based on the room configuration, allow less than six feet of physical distance between attendees. For religious services, the requirement for physical separation is to maintain six feet of distance in all directions between households.
 - a. Auditorium – 45 people when standing, 20 people when seated
 - b. Front Room 1 (north) – 10 people when standing, 8 people when seated
 - c. Front Room 2 (south) – 10 people when standing, 8 people when seated
6. Individuals and organizations using the NCC may only occupy the specific room(s) allowed in their use agreement, the common area restrooms, and the hallways required to access the restrooms and exits.

NICHOLS COMMUNITY CENTER COVID-19 REQUIREMENTS/PROCEDURES

Updated 11/12/2020

ADDITIONAL REQUIREMENTS FOR INDIVIDUALS/ORGANIZATIONS USING THE NCC

1. Designate a COVID-19 Program Supervisor to be present during the event to ensure masking and social distancing practices are enforced and practiced by all event attendees. Provide the FICRA Building Trust contact information for this individual.
2. Pre-register event attendees and retain a log with contact information, including the name, address and phone number of every attendee, for at least three weeks. A copy of the event contact sheet must be available for review by the FICRA Building Trust upon request.
3. Keep doors and windows open where possible to bring in outside air.
4. Adjust and/or remove seating and tables to ensure physical distancing compliance.
5. Provide sufficient hand sanitizing materials for attendees and encourage frequent use.
6. Ensure that attendees are wearing face coverings and maintaining six feet of distance when entering and leaving the facility, and when using the restrooms.
7. Any food service provided to attendees must be self-contained, preplated, grab-and-go meals/snacks to limit contact.

REQUIREMENTS AND PROCEDURES APPLICABLE TO FICRA BUILDING TRUST VOLUNTEERS AND CONTRACTORS

1. Ensure that all volunteers, contractors and groups using the NCC receive a copy of this document.
2. Ensure that events and NCC usage are scheduled to minimize physical interaction.
3. Clean and sanitize each meeting room and all general use areas (hallways, restrooms) between uses.
4. Ensure that trashcans are emptied.
5. Ensure that hand sanitizer and tissues are placed in each meeting room.
6. Ensure that hand soap and paper towels are available in all restrooms.
7. Ensure that signs regarding the wearing of face masks and social distancing are in place in each meeting room and at all building entrances.
8. Do not report to work at the NCC if you are experiencing COVID-19 like symptoms. Advise the FICRA Building Trust and your organization's designated contact immediately.
9. Wear personal protective equipment (PPE) appropriate or as required for the activity being performed at the NCC. Cloth face coverings must be worn in accordance with the GENERAL REQUIREMENTS and will be provided by the FICRA Building Trust if you do not have one.

All organizations and individuals using the NCC must comply with these requirements and any other requirements of the State of Washington or Pierce County that are applicable to their organization or intended use.