



Policies and Procedures

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1. *PURPOSE*

To assist students who have the opportunity to participate in worthwhile activities, but the cost is beyond the student or their family.

2. *POLICY*

1. Grants will be limited to a total of \$600 per fiscal year.
2. Grants will be limited to \$100 per student.
3. Grants will be limited to one per student.

3. *PROCEDURE*

The following must be supplied.

1. A request in the student's own handwriting that provides the following
 - a. The purpose of the grant and how it will benefit the applicant.
 - b. An Outline of the activities of the applicant and their family that have benefited WACO or the community at large.
2. A transcript of the applicant's school record.
3. One or more letters of recommendation from teachers and/or the school principal.
4. If the sponsor is other than the school district, a letter or other material from the sponsor detailing the proposed activity.
5. A post-activity report to WACO indicating how the grant was spent and if the anticipated benefits were in fact achieved.

WACO meets the first Monday of each month. In order to be considered at any meeting, grant requests must be submitted to the Secretary or the Chair at least one week in advance.

4. *AUTHORITY*

Unknown.

1. PURPOSE

To identify who may use the community center for free.

2. POLICY

Non-partisan, non-sectarian Willow based community groups within the WACO boundaries are allowed to use of the building free of charge, if:

1. They have **IRS** non-profit status, or
2. They are a service organization recognized by WACO, **AND**
3. The use does not include the sale of goods or services.

3. PROCEDURE

1. A rental form must be completed.
2. All the rules defined in the Willow Community Center Rental Agreement must be followed.
3. If the kitchen is to be used for cooking or baking, a fee of \$20 will be charged.
4. All community groups charging entrance fees, collecting money from vendors or for classes, using the center for longer than 4 hours, or holding events for more than 50 attendees, are required to pay a minimum of 1 hour for building rental and the \$65 floor cleaning fee to WACO to cover basic building expenses.

4. AUTHORITY

Planning & Facilities Management Committee
April 2018

1. PURPOSE

To identify who may use the community center for classes.

2. POLICY

Individual instructors giving classes to Willow residents may rent the community center for \$10 per hour.

3. PROCEDURE

1. The renter will do their own setup and cleanup.
2. There will be no cleaning deposit.
3. The PFC (Planning and Facility Operation Committee) must give approval.
4. Proof of liability insurance must be supplied.

4. AUTHORITY

WACO General meeting May 1, 2006.

1. PURPOSE

To define expense procedures.

2. POLICY

Officers of WACO are allowed to approve spending on behalf of WACO within certain guidelines.

1. Overall spending shall not exceed the amount of the approved budget.
2. All spending shall be within the amounts of the line items of the budget.
3. The Vice-Chair may authorize spending from the Building Maintenance line of the budget.
4. The Secretary may authorize spending from the Office Supplies line of the budget.
5. The Chair may authorize spending from all lines with the approval of the Treasurer.
6. The Treasurer may authorize spending from all lines with the approval of the Chair.

3. PROCEDURE

1. If needed, an advance shall be requested from the Treasurer and signed for.
2. Receipts shall be supplied to the Treasurer with an Expense Report, signed by the authorizing officer. (see attached)
3. In the event that the advance is greater than the expenses and therefore there is cash over, a deposit slip shall also be generated.

4. AUTHORITY

WACO General meeting May 1, 2006.

1. PURPOSE

To obtain a secure and auditable flow of cash at all times.

2. POLICY

Any event conducted by WACO that generates cash shall have a member of the Ways and Means Committee or elected board member assigned by the Treasurer, who will be responsible for cash handling and reporting with the following rules.

1. All cash transactions will be signed by two people.
2. The person assigned by the Treasurer shall be responsible for making sure that the Chair of the event understands the procedures to be followed.
3. No more than \$300 in cash shall be accumulated, except for large events like the Winter Carnival and Bingo.

3. PROCEDURE

1. At intervals to be determined by the Treasurer's representative, cash will be collected, counted and signed for by two people on a deposit slip. The two people would preferably be the Chair of the event and the Treasurer's representative.
2. When decided by the Treasurer the deposits shall be recorded on the Cash Control form(s) for the event. (see attached)
3. Deposits shall be kept in locked money bags.
4. The bank deposits shall be recorded on the Cash Control form(s) and kept with the same.
5. The Treasurer shall provide a report for the event showing income, expenses and profit/loss, in the month following the event.

4. AUTHORITY

Audit Report 2005
Audit Report 2006

1. PURPOSE

To provide the rules for using the Community Center. This includes renters, local organizations, and WACO special events. It does not include WACO or WACO Committee meetings.

2. POLICY

1. User is responsible for their own set-up and clean-up.
2. Events are to be scheduled through the caretaker by calling 495-6633 or emailing sched@waco-ak.org. Events may be scheduled between the hours of 8am and 10pm. This includes set up and clean up. Use or access outside of these hours requires permission from the PFC and must be arranged with the caretaker ahead of time.
3. The following areas are off-limits: upstairs, office, boiler room, pantry and kitchen (unless it is included in the agreement).
4. Use of light and sound systems must be arranged prior to the event.
5. Children must be supervised at all times.
6. Only service dogs are permitted in the building. While emotional support animals, comfort animals, and therapy dogs are often used as part of a medical treatment plan, **they are not considered service animals under the Americans with Disabilities Act and are not allowed in this facility.**
7. User is responsible for making sure all doors are locked prior to leaving the facility.
8. **NO** thumb tacks, staples, or tape (other than blue painter's tape) may be used on any wall. Do not stick anything to the windows.
9. Use a non-combustible surface under candles. **DO NOT LEAVE UNATTENDED.**
10. No items are to be removed from the building.
11. WACO will supply trash can liners, brooms, and cleaning supplies. Make sure you know where the cleaning equipment is located.
12. Restrooms must be swept.
13. Tables and chairs must be washed with a light bleach water solution.
14. Tables and chairs must be put away. Do not drag tables and chairs across the floor as this causes scuff marks.
15. Floors must be swept (or dust mopped), and wet mopped if necessary.
16. ALL decorations and paraphernalia must be removed.
17. All liners must be replaced in trash cans, and garbage must be removed and placed in the **dumpster.**

3. AUTHORITY

Planning & Facilities Management Committee
April 2018

1. PURPOSE

To provide the rules for using the Community Center Kitchen.

2. POLICY

1. User is responsible for their own clean-up.
2. WACO will supply trash can liners, brooms, and cleaning supplies. Make sure you know where the cleaning equipment is located.
3. Wash down all counter tops, sinks, and refrigerator. All surfaces must be given a final wipe down with a bleach solution.
4. Clean oven and stove top if they were used.
5. Clean grill while it is still hot. Use grill brick for final cleaning. Put a light coating of oil on grill when clean.
6. Empty and clean all grease drip trays.
7. Floors must be swept and wet mopped if necessary.
8. All liners must be replaced in trash cans, and garbage must be removed and placed in the **dumpster**.
9. Drain dishwasher and wipe down. Turn off water to high pressure sprayer and to the dishwasher.
10. Place all soiled aprons, towels, etc. in the basket marked "Laundry."

3. AUTHORITY

Planning & Facilities Management Committee
April 2018

1. PURPOSE

To provide the rules for using the Community Center Pavilion.

2. POLICY

1. Pavilion may be used between the hours of 8AM and 10PM.
2. Users with reservations have priority, otherwise it is first come, first served. The pavilion may be reserved for the cost of \$25 for 4 hours. Willow based community groups with IRS non-profit status, or service organizations recognized by WACO, may be exempt from the reservation fee.
3. Use **charcoal only** in the BBQ.
4. Fires are allowed in the fire pit only and **must be approved ahead of time**. A responsible adult must be present at all times, and burn regulations **MUST** be followed.
5. Pets are to remain on leashes. Owners are responsible for cleaning up after their pets and any damage caused by them.
6. Clean up ALL trash/leftovers from the area.
7. Put ALL litter in the **dumpster** and replace trash can liners.
8. Do not remove picnic tables or fire pits.
9. Speed limit is 5 MPH.
10. **NO** fireworks are permitted.
11. **NO** camping is allowed.
12. **NO** alcohol is allowed.

3. AUTHORITY

Planning & Facilities Management Committee
April 2018

1. PURPOSE

To provide the general rental terms and conditions for renting the Community Center.

2. POLICY

1. Rental/cleaning deposits are due at the time of reservation.
2. Full rental fees are due two weeks **PRIOR** to event; checks should be made payable to Willow Area Community Organization (WACO). Non payment may result in the cancellation of your rental.
3. **Cancellations must be made at least two weeks prior to event in order to receive a full refund of deposit.** Cancellations made one week to 13 days in advance will be refunded 50% of deposit. Cancellations made less than one week in advance will only be refunded the floor cleaning deposit.
4. Proof of liability insurance **MUST** be provided. (Most Homeowners and Renters insurance policies include personal liability coverage.)

3. AUTHORITY

Planning & Facilities Management Committee
April 2018

1. PURPOSE

To define the guidelines for other organizations using WACO's gaming permit.

2. POLICY

- WACO may allow another organization to use their gaming permit. The request must be made at a WACO general meeting or board meeting.

3. PROCEDURE

- All money collected will be paid into WACO's Gaming Account.
- Raffle tickets will show:
 - WACO's gaming permit number.
 - That WACO is sponsoring the raffle on behalf of the organization.
 - The date, time and location of the drawing.
 - The price of the ticket.
- If a raffle, the organization will provide WACO with a "raffle record" as defined by The State of Alaska Gaming Unit:
 1. The number of raffle tickets printed;
 2. The number of raffle tickets sold;
 3. The number of unsold raffle tickets;
 4. The prize collected for a raffle ticket;
 5. The raffle prizes;
 6. The date and location of the raffle drawing;
 7. The raffle prizes claimed;
 8. The name, address, telephone number and the prize won for each prize winner;
 9. The disposition of unclaimed raffle prizes.

4. AUTHORITY

Gaming Committee.

1. PURPOSE

Should WACO have funds in excess of the amount required to fund operations and event start up costs, such funds may be spent for community related projects.

A mechanism is required to both document priorities and to record potential projects in need of funding.

2. POLICY

WACO will maintain a list of outstanding requests for funds/assistance. Items on this list will be prioritized based on the following principles—

1. Items required to preserve the existence of WACO Inc;
2. Projects that improve the Community Center and it's surroundings, replace damaged or obsolete equipment or improve use/operation of the Community Center through new equipment and facilities;
3. Assistance to Willow or local communities in the event of some disaster;
4. Projects requested by committees of WACO that are of general benefit to the entire community;
5. Projects requested by community groups recognized by WACO that are of general benefit to the entire community;
6. Projects requested by others in the community that are of general benefit to the community.

Funds may only be disbursed if it is the opinion of the Ways & Means Committee that sufficient money exists to maintain operation of the Community Center and event start up costs for the following twelve months.

3. PROCEDURE

Each request for funds should be submitted to WACO and show the following information—

1. Description of item or project requiring funding;
2. Requested funds (min/max if exact price unknown);
3. Description of the benefit to the community;
4. Date funds are required, or "when available";
5. Amount of matching funds available (if any);
6. Organization/committee making request.

A master list will be maintained by the Ways and Means Committee. As items are added to the list, the list will be (re-) prioritized at the next board meeting.

When funds are available to fund the next prioritized request, the Treasurer will authorize the expense with approval of the Chair of WACO.

The list of requests and current priority will be published on the WACO notice board and web site.

4. AUTHORITY

Ways & Means Committee
WACO Board Meeting, March 17 2008

1. PURPOSE

To provide the rules for renting the Community Center Gravel Parking Lot.

2. POLICY

1. Cost to reserve use is \$25/day (12 hours) or \$40 for 2 consecutive days.
2. Willow based community groups within WACO boundaries may be exempt from the rental fee (see WACO Policy & Procedures pol-002) but are still subject to all other terms.
3. No organization or individual can reserve more than 5 days of a month unless the lot is unreserved 30 days prior.
4. Signage for events can go out 24 hours ahead of the reserved time and **MUST** be taken down at the conclusion of the event. Exceptions may be made for recurring events.
5. The Parking Lot may be used between the hours of 8am and 10pm. This includes set up and tear down. Prior approval is needed for use outside these hours.
6. Users agree to follow all posted signs and rules.
7. The parking lot must be returned to pre-event condition at the conclusion of the rental (all trash removed, etc.).
8. Users are responsible for hauling their own trash. Use of the dumpster may be arranged for an additional fee with prior approval.
9. Fires must be in fire rings and **MUST** have prior approval. A responsible adult must be present at all times, and burn regulations **MUST** be followed.
10. Animals are to remain on leashes. Owners are responsible for cleaning up after their animals and any damage caused by them.
11. No fireworks are permitted.
12. No alcohol is allowed.
13. No camping is allowed without prior approval.
14. Users may be required to provide their own portable outhouses.
15. Users must maintain 50 feet between their event and the log building.
16. Failure to comply with this agreement will result in a termination of the agreement and immediate removal from the WACO premises.

3. AUTHORITY

Planning & Facilities Management Committee
April 2018

1. PURPOSE

WACO has a storage building external to the Community Center but within the grounds; part of this building is intended for storing materials that would help the community in the event of an emergency. Storage is not insulated or heated.

Organizations or local groups involved in emergency preparedness or response may apply for use of a storage area.

2. PROCEDURE

WACO will provide storage at no charge to the organizations identified in the original grant request—

1. Community Emergency Response Team;
2. Willow Dog Musers Association;
3. Red Cross;
4. Willow Area Community Organization.

Should one of those organizations not wish space, or no longer wish space, application may be made to the Board for use of the vacated space.

3. POLICY

Use of emergency storage is granted by the Board under the following conditions of use—

1. The space is intended for storage of emergency supplies and materials only;
2. Volatile materials (propane, gas, etc) may not be stored (see list posted inside door);
3. Materials etc., stored in this manner are the responsibility of the owning organization. WACO is not responsible for any damage or theft of materials stored on it's property;
4. Insurance of materials stored, if desired, is the responsibility of the owning organization;
5. Electrical outlets and lighting are provided in each storage area; owning organizations are expected to use these responsibly (not heat storage at WACO's expense, for example);
6. The owning organization will provide a lock for it's storage area; WACO will be provided a key and the names and telephone numbers of other key holders;
7. WACO will not permit access to storage areas by non key-holders except for Borough/State officials (i.e: Fire Marshal);
8. Access to storage is allowed 24/7 but may be curtailed should WACO host a special event;
9. WACO will ensure that access is possible during winter months;
10. WACO will wish to "audit" each storage area once a year, or upon request (i.e: of a Fire Marshal); organizations that fail to use their storage area efficiently, or that store non-emergency materials may be subject to eviction.

4. AUTHORITY

Planning & Facility Operations Committee
WACO Board Meeting, Jan 18, 2010