



May 15, 2022 – 8:00 a.m.

Meeting of the Northport Village Corporation Board of Overseers

This is a hybrid meeting – in person* in the Community Room of Community Hall, 813 Shore Road, Northport, ME and virtually at:

<https://us02web.zoom.us/j/83110060062?pwd=cHljNHhqMG5yaUs0NDIHdm9HdFc1dz09>

Meeting Agenda

- Call to order
- Agenda review
- Comments by members of the public
- Approval of April 10, 2022 minutes (Final draft submitted.)
- President's Report – Part 1
 - Recommendation to ratify May 5, 2022 sense of the Board to fill vacant Board position and solicit statements of interest and qualifications.
 - Consideration of appointment to vacant Overseer position (Written statements of interest and qualifications submitted.)
- Village Agent Report (Written report submitted.)
 - Open and consider Trash/Recycling Pickup bids.
 - Open and consider Property Maintenance bids.
- Treasurer's Report (Written report submitted.)
- Committee Reports (*as needed*)
 - Finance
 - Recommendation to adopt Financial Procedures Policy (Written policy submitted.)
 - Governance
 - Recommendation to adopt Preservation of Public Lands Policy (Written policy submitted.)
 - Tree Warden and Tree Committee
 - Project Canopy grant status
 - Utilities
 - Infrastructure
 - Safety
 - Waterfront
 - Recommendation regarding Northport Yacht Club summer boat trailer storage
 - Communications
 - Personnel
- Ad Hoc Parking Ordinance Implementation Committee – Final recommendations regarding signage
 - Personnel/Safety recommendation regarding source of funding for recommended signage
- Ad Hoc Playground Committee
- Technology Officer Report
- President's Report – Part 2
 - Facility use requests for Board consideration (Written request submitted.)
 - Consideration to increase Community Hall rental fees (Comparison data submitted.)
- Town Liaison Report
- Nordic Aquafarm Report
- Other issues or reports
- Comments by members of the public
- Adjourn.

*Due to the size of the meeting room and quality of air circulation, masks will be required for the in-person meeting.



Northport Village Corporation
813 Shore Rd
Northport, Me 04849

May 6, 2022

Board of Overseers Seeks Applicants for Vacant Overseer Position

The Northport Village Corporation Board of Overseers has determined to fill a vacancy on the Board caused by the resignation of Steve Kazilionis. Under the NVC Charter and Bylaws, the Board may appoint someone to serve in the vacant position until the next village annual meeting. The appointee may then choose to stand for election to the Board.

The seven Overseers that comprise the Board are the general municipal officers and have charge over the management and affairs of the NVC, including financial. Board meetings are held once a month, usually on a weekend, and additional meetings and workshops are added as needed. In addition, Overseers serve on and may chair various committees. Additional information about NVC, the Board and committees may be found at <https://www.nvcmaine.org>

The Board is accepting statements of interest and qualifications from individuals who wish to be considered for appointment to the vacant Overseer position to serve until the August 9, 2022 NVC annual meeting. The Board hopes to hear from eligible individuals who are willing to assume overseer responsibilities fully and immediately as the Board is actively addressing important issues impacting the NVC community.

Individuals eligible for appointment must be at least 18 years of age, reside in and/or own property within the boundaries of the NVC, and/or occupy property under a lease in perpetuity from the Northport Wesleyan Grove Campmeeting Association.

Statements of interest and qualifications should be submitted to Janae Novotny at president@nvcmaine.org no later than 5 p.m. Friday, May 13, 2022. The Board will consider the statements of interest and qualifications received by that date and make a decision at its regular meeting on May 15, 2022.

**Northport Village Corporation
Village Agent Report
May 15, 2022 Board of Overseers Meeting**

Overseers' action and/or input requested:

- Grove Street/Cradle Row Preparation for Parking: Working with Brown's Excavation on an affordable solution. (1) First option, although better, is too expensive: 4' wide trench by 140' long filled with rock tailings; 12" of -2" gravel over everything, except first 40' from Clinton in because that area is in better shape and needs less gravel. \$9,000. (2) 4' x 140' 2' deep trench, filled with rock tailings and 6" of -2" gravel, except 4" of gravel over first 40' in from Clinton. \$6,800. (3) Same as option 2, except only 4" of -2" gravel throughout. Cars may sink down and this option may not last as long as other options. \$6,200. All options will direct water to the Pleasant Lane ditch.
- Preparation of summer parking area for Northport Yacht Club boat trailers: There is space behind the utility garage and firehouse to create space to park approximately 13-14 yacht club boat trailers that are usually parked on Grove Street/Cradle Row. The estimate to level the area and put down approximately 4" of gravel is \$ 2,000. (The estimate to clear a road around back of the utility garage is \$2,770. The work that can be done for \$2,000 will require backing the trailers around the building.)
- Parking signs (tabled from last meeting): Estimate for recommended signs and labor is \$1,700, plus unknown freight costs for shipping the "no parking" stencil. Will Overseers approve purchase in light of Personnel/Safety recommendation regarding source of funding?
- Replacement of Community Hall downstairs door: March 27, 2022 estimate for the door was \$3,342.36. We will need an additional \$200 for replacing trim boards as needed. Paul Overgaag has volunteered his labor to install the door.
- Painting pickleball lines on basketball court: Pre-Covid, the Overseers approved a request from Jim and Cathie Ross to paint pickleball court lines on the basketball court. Due to Covid, the project was never completed. Will the Board reauthorize painting pickleball court lines, at no expense to the NVC?

Parks

- Recommend that we maintain the 2022 \$7,000 (non-contract) parks maintenance budget amount to include mulch and gardening work in all village parks. (Note that cost of mulch has increased from \$12/yard to \$45/yard this year.

- Ruggles Park: Farley has contracted with Turf Doctor to “weed and feed” for the summer.
- Area between the boulders and the seawall: Salt-water spray killed the grass; highly unlikely that it will regrow. Options include: reseed annually; put down crushed stone; leave as is or ????
- Bottom of Ruggles Park: Water running down the public walkway between 3 and 5 Park Row that washes silt and rocks down the side of the Park Row extension and around the corner of the boat ramp down toward the Bay. Met with contractor to discuss installing a storm drain to capture that water. Estimate is \$5,000 for new catch basin that ties into the one further down.
- Water runoff in front of the new treatment plant: The hot top elevation is not high enough to prevent water runoff from collecting at the stairs to the new treatment plant. Contractor does not see an issue and will not address.

Wharf and floats

- Infrastructure Committee agrees that wharf delayed maintenance is the first priority.
- Swim float:
 - Two new stainless steel ladders have been ordered. The ladder for the east side of the float has been extended a bit to allow easier access for less agile swimmers.
 - Metal and woodwork for landing that the ramp sets on the float needs repair. Still waiting for an estimate from Scott Munroe.
- Boat float repairs: volunteers installed new rub rail on south end of the boat float. Boat float and dinghy float have been inspected and are OK for this summer. Boat float ladder was broken when the float was pulled out of the water last fall and should be replaced.
- Signage: Safety Committee and Wharfmaster have requested new signage regarding swimming safety and fishing rules. Will get estimates when I receive final language from Safety, Waterfront and Wharfmaster and work with Communications to have new signs ready for next season.

Roads

- North Avenue: before fuel costs skyrocketed, estimate to cut out curbing, dig out and fill in with gravel and hot top new area was \$5,000. Oil truck wheels may deteriorate the new hot top, and there is no guarantee about how long this “fix” will last.
- Broadway: Residents have raised concerns about the October washout between Griffin and Main and the deepening ruts and potholes. I have spoken to the Road Commissioner about this, and a resident mentioned it at a Town Municipal Officers meeting. Nothing new to report.
- Water at head of Pleasant Lane: Talked with Road Commissioner about possibility of a storm drain on Broadway to address water running down Pleasant Lane. He advised me to have Brown’s Excavation to look at it and give an estimate for the

work. Waiting for an estimate. He asked me to check into raising the storm drain at Merithew Square to reduce the depth of the “speed bump” there and give him the estimate. Unlikely that the Town will be able to address these issues in the current budget.

- Shore Road and Bluff Road: Repeatedly since last fall, have asked the Road Commissioner to cut back the brush in the road right-of-way at points along these roads where tree limbs and shrubs are hanging over/in the roadway. Has not been done yet.
- New encroachments on NVC property. 34 Main Street encroachments have not been removed.
- Property owner complaints about water runoff from village roads: Whenever I have an opportunity, I advise property owners building new structures or doing major remodels to build their foundations higher than the crest of the road grade to avoid flooding. Property owners who ignore this advice then complain that runoff from the road floods their property and they want the village to do something about it. I suggest that we figure out some other ways to communicate this information. Website? Zoning ordinance?

Miscellaneous

- Fence around the pond: The frost has picked up the concrete posts and the fence is falling over. Replacing the fence was on a “10-year plan” that was never funded. Looking at temporary fix to reset the posts, but longer-term fix is needed soon.
- Truck and sander: When the sander is removed from the truck and cleaned up, I have identified someone who will try to repair it. If we can’t repair, we will have to replace two chains for the slide tray. In addition the snowplow needs new blades (estimate \$800) and needs to be serviced this year.
- Merithew Square parking lot: I have the disabled parking sign and post and need to find someone to install it.
- I continue to field calls from private contractors working throughout the Village on current and planned projects in the Village.
- I continue to deal with various villagers with issues they want addressed.
- Community Hall cleaning. Annual cleaning will occur May 14-15.
- CMP’s replacement of poles on Shore Road and Bluff Road: I continue to deal with companies regarding pole replacement and fiber optic cable.

Village projects/needs on the near and far horizon with budget implications

- **Ruggles Park Playground**: Need to budget for crusher dust placed under the swings.
- **Basketball court**: Resurfacing will need to be done in the near future. The crack(s) is widening and will present a hazard at some point.

- **Parking Ordinance Implementation:** Requires new signage and work to prepare Cradle Park/Grove Street for parking.

- **Community Hall:**
 - The back of the hall needs to be assessed for potential reshingling needs. The bottom trim needed to be repaired, patched and cracks filled to reduce a rodent issue. Have not yet found a carpenter willing to look at it.
- **Floats replacement:** It is time to begin setting aside and saving money to replace the swim float. Replacement cost ballpark: \$25-45,000. Then, it will be time to save for a new boat float. Working on refining a cost estimate.
- **Inshore mooring block for the boat float:** The block is near the end of its life and needs to be replaced.

Other Activities

- Interim Office Manager work.

Submitted by Bill Paige, Village Agent.

Treasurer's Report 05/15/2022

Public materials can be found on the NVC website nvcmaine.org.

- **Warrants**
 - April warrants were prepared by the NVC Office staff, President and Treasurer and provided to the Board for review and signature on May 5, 2022.
 - The revised process continues to reduce errors but is time consuming for the volunteers (President and Treasurer) and staff in assembling and reviewing the warrant information.
- **2022 and 2023 Budget**
 - Draft budgets are available in the 2023BudgetWorkshops Google Drive accessible to all Overseers and NVC staff.
 - The second 2023 Budget workshop has been scheduled for May 22, 2022.
 - The document “NVC_2023 Budget Planning Information May” provides a summary of the budget updates made based on the April Budget Workshop and provides a listing of all the documents associated with the budget planning process.
- **NVC Business Office Functions**
 - QuickBooks was updated to QuickBooks Advanced to allow for the expansion of the chart of accounts.
 - NVC staff, contracted services and volunteers continue to work at capacity to support bookkeeping and finance manager duties until the office manager position is filled. Specific activities over the past month include:
 - Identifying and resolving overpaid or past due bills.
 - NVC was not able to submit the MMA Workman's Compensation payroll audit in a timely manner due to missing information in the vendor files. As such, NVC's premium will increase by 20%. Staff and volunteers are reviewing the and updating the files in order to be prepared for the next payroll audit.
 - Office functions are still prioritized as follows, with updates on each provided below:
 - Monthly bill paying, including the receipt, coding and processing of invoices; development of the warrants including supporting document; collecting warrant signatures; and paying the bills.
 - Correcting 2022 general ledger, including adding new account codes.
 - Preparation of March Monthly report and Statement of Financial Position (both attached) in order to identify and correct the financial information in the general ledger.
 - Audit support. Bookkeeper is currently working backwards, resolving outstanding 2022 issues, doing the first close for 2021 and then identifying remaining outstanding 2020 items. Progress is slow given the time the process takes, the time available from the interim bookkeeper and the volunteers to support this activity.
 - Monthly bank account statements are available in the office.

- **Bookkeeping Transition**
 - Paperwork has been completed with Philbrook & Associates including providing access to QuickBooks.
 - The office staff, volunteers and Wilke & Associates will develop the warrants and pay the bills for May.
 - The Finance Committee has reviewed the NVC Financial procedures and processes with a final draft version of the document provided to the Overseers separately. The document is on the May agenda for review and approval.
 - The interim Office Manager continue to perform the finance manager duties until the approved Office Manager position is filled.
- **Audit**
 - Progress continues to be slow. The interim bookkeeper has identified entries that need to be corrected and is working on them as time permits.

Northport Village Corporation Financial Procedures Manual

This manual specifies the financial procedures that are followed to ensure that the NVC is in compliance with Generally Accepted Accounting Principles (GAAP). In particular, care is taken to establish segregation of duties, proper financial controls, and adequate reconciliation of bookkeeping instruments. Additional details concerning how financial procedures such as receiving and depositing funds and paying bills are carried out are specified in a separate NVC Office Procedures Manual need to reference the title or location of the specific procedure .

The governing authority for these procedures consists of: the Charter and Bylaws of the Northport Village Corporation, statutes of the State of Maine pertaining to villages and municipalities, municipal officers, and public utilities, and current regulations issued by the Maine Public Utility Commission. To the extent that a portion of this manual may conflict with a governing authority, the governing authority takes precedence. All other portions of this manual, however, remain in force.

Definitions

Account Holder

Any and all persons designated and authorized to transact business on behalf of the Northport Village Corporation at banks or other financial accounts. Each account holder's signature needs to be on file with the bank. The signature authorizes that person to conduct business on behalf of the account.

Electronic banking

Banking tasks that can be accessed and/or initiated via Fax or telephone and including but not limited to: wire transfers, electronic transfers of funds, stop payments on checks or other funds, retrieval of bank statements and account balance inquiries.

Personnel

The officers, employees and contractors charged with financial responsibilities are the following.

President

The President is an elected official and is an account holder for all NVC financial accounts. The President has access to the tools for managing the organization's General Ledger, such as QuickBooks, but does not make entries or changes to the General Ledger. The President has the ability to sign checks, approve payments in accordance with NVC warrant policy and procedures.

Treasurer The Treasurer is an elected official and receives an honorarium as determined by the Board. In accordance with the NVC Bylaws, the Treasurer has the custody of funds and is an account holder for all NVC financial accounts. The Treasurer has access

to the tools for managing the organization's General Ledger, such as QuickBooks, but does not make entries or changes to the General Ledger. The Treasurer has the ability to sign checks, approve payments based on NVC warrant policy and procedures.

Assistant Treasurer The Assistant Treasurer is appointed by the Board designated to perform specific financial functions, without compensation and is designated as a signatory on the bank accounts.

Office Manager The Office Manager is an employee appointed by the President with the concurrence of the Board and receives a salary. The Office Manager reports directly to the President but reports also to the Treasurer with respect to his/her/their financial responsibilities.

Finance Manager The Finance Manager is an independent contractor or employee appointed by the President with concurrence of the Board, and receives compensation determined by the Board. The Finance Manager may or may not be the same person as the Office Manager, Treasurer or an overseer or officer of NVC. The Finance Manager reports to the Treasurer or to the President.

Office Assistant The Office Assistant is an employee appointed by the President with the concurrence of the Board and receives a salary. The Office Assistant reports directly to the Office Manager.

Bookkeeper The Bookkeeper and accounting services is an independent contractor or firm appointed by the President with the concurrence of the Board. The bookkeeper reports to the Treasurer or designee. This position makes bookkeeping entries, processes payments, including checks for signature, and performs the bank reconciliation. The bookkeeper will not approve expenditures or sign checks.

Finance Chair The Finance Committee Chair is an Overseer designated as such by the President with the concurrence of the Board, and does not receive compensation

Finance Committee The Finance Committee is a group of not more than five individuals that are appointed by the President consistent with the advice and recommendation of the Board. The role of the Finance Committee is to review and make recommendations to the Treasurer and Overseers with regard to the NVC annual budget and other NVC financial considerations brought for the committee's consideration.

Procedures

1. Custody of the Funds

The Treasurer has custody of the funds and is designated as the person with authority to perform all tasks related to the bank and other financial accounts. In addition, there may be up to three other persons (designated by the Board) with documented authority to sign checks and approve payments, including using electronic banking tools. One signature is required to validate a check or authorize an electronic payment.

2. Custody of the Check Supply

The Office Manager has custody of the check supply, has authority to order more checks, physically produce checks, and directly oversee the production of checks. In overseeing the production of checks, the Office Manager may provide check stock to the bookkeeper to print checks. The checks are kept in a locked location and only the Office Manager, the Treasurer, and the President have access to the key.

3. Spending Authority

Spending Authority is vested exclusively in the Board in accordance with the Warrant Policy and Procedures (included as Exhibit A). Only after the warrant is signed is the Treasurer or designee authorized to pay the bills using appropriate means including but not limited to physical check, bank check or automated clearing house (ACH) payment. For clarity, no payment shall be made in cash.

4. Bank and Financial Statements

Bank and financial statements are provided to the NVC Office Manager on a monthly basis either electronically or mailed to the NVC postal address. The Office Manager provides them to the Bookkeeper and Board for review. The Office Manager maintains files, physical or electronic, of the monthly bank and financial statements. The Bookkeeper then reconciles the statements with the NVC books.

5. Monthly Reports

The Office or Finance Manager in collaboration with the Bookkeeper prepares monthly reports for each of the NVC funds, including a Statement of Activity and Statement of Financial Position. The reports for the utility companies are presented to the Superintendent and to the Utility Committee. All reports are presented to the Board at the monthly Board meeting.

6. Reconciliations

In addition to the monthly bank and financial statement reconciliations, the following activities are performed periodically (at a frequency determined by the Board) by the Office Manager or Bookkeeper:

- (a) NVC records of taxes paid and taxes due are reconciled with the records of the Town of Northport, which collects NVC taxes.
- (b) Records of utility charges billed, payments made, and payments outstanding as maintained in the utility software (currently CUSIP) are reconciled with the corresponding values in the NVC books.

7. Budgets

The General Budget and Utility Budget are developed yearly using the process described below.

General Budget

Final authority for the total amount to be raised from the voters of the Village through taxation rests with the voters of the Village and is exercised at the NVC Annual Meeting. The annual budget for the general government is initially prepared by the Office Manager before June, approved by the Board in July, and presented to the voters of the Village in August.

Utility Budget

Annual budgets for the utility companies are prepared initially by the utility superintendent. The utility budgets are first reviewed by the Utility Committee with all budgets presented to the Board for approval. Preparation of the utility budgets begins by June, in parallel with the preparation of the general government budgets in order to understand expenses shared between the general government and utility companies into account. The utility budgets are then finalized by the utility superintendent in October, reviewed by the Utility Committee in November and approved by the Board in November.

8. Annual Audit and Reporting

The fiscal year of the NVC is the calendar year. The Annual Audit includes the review and audit of both the General and Utility the financial records and transactions (“the books”).

First Closing Report

After the Bookkeeper has entered all transactions for the year, the Office or Finance Manager produces a First Closing Report. After this report is done, no further transactions may be entered for the year unless approved in writing by the Office or Finance Manager.

Second Closing Report

After the Bookkeeper has entered all transactions requested by the Office or Finance Manager, the Office or Finance Manager produces a Second Closing Report. The Second Closing Report is reviewed by the Treasurer, the President, and the Board and is presented to the outside audit firm, along with applicable supporting or other documentation requested by the auditors.

Final Closing Report

The outside audit firm may or may not recommend additional transactions or modifications. If these are accepted by the Treasurer, the Bookkeeper makes the additional entries. The Office or Finance Manager prepares the Final Closing Report and the audit firm prepares the Auditor’s Report. The Final Closing Report and the Auditor’s Report are reconciled by the Office or Finance Manager. The Final Closing Report, the Auditor’s Report and the Reconciliation Report are presented to the NVC President, the Utility Committee, and the Board for approval. The Auditor’s Report is presented to the voters of the Village upon completion.

No further modifications to the books of accounts shall be made after the Final Closing Report is distributed and approved.

9. Public Utilities Commission (PUC) Reporting

The Water Department is required to comply with all reporting obligations set forth by the PUC and the Utility Trustees will develop financial procedures to comply with these reporting obligations.

POLICY FOR PRESERVATION OF PUBLIC LAND

5/9/22

WHEREAS, the Northport Village Corporation (“NVC”) owns and holds in trust certain public land (“Public Land”), as outlined in the Greenlaw map and through other public records of land transactions;

WHEREAS, the NVC holds these Public Land for the use and benefit of the residents of the NVC;

WHEREAS, the NVC seeks to protect all Public Land for the benefit of the NVC and its residents.

WHEREAS, the NVC seeks to protect all Public Land in perpetuity;

THEREFORE, the Board of Overseers hereby adopts the following policies to ensure that all Public Land is preserved and protected:

1. The Board of Overseers shall take all necessary steps to identify all Public Land;
2. The Board of Overseers shall exercise control over Public Land and, subject to Paragraph 5, shall not allow any private party to erect a fence, structure, or obstruction to be placed on any Public Land that in any way limits the use of, or passage through, the Public Land, including all walkways, byways, parcels, buildings, roadways (including all land designated as roadways and rights-of-way thereto), or any other real property owned by the NVC;
3. The Board of Overseers may consider exchanges of Public Land within the Village upon petition from the party seeking the exchange; provided, however, any such exchange must be in the best interest of the NVC as determined in the sole discretion of the Board of Overseers;
4. Subject to Paragraph 5, the Board of Overseers shall not allow the diversion or taking of any Public Land, meaning the Board of Overseers shall take affirmative action to ensure that Public Land is not used for private purposes, other than for temporary use as authorized by the Board of Overseers Those steps may include, but are not limited to:
 - a. Notify an abutting landowner of an encroachment or nuisance on Public Land and provide a time limit for removal of the encroachment;
 - b. Should the encroaching landowner fail to remove or correct an encroachment, the Board of Overseers shall designate the Village Agent or other person to remove the encroachment at the expense of the encroaching landowner;
 - c. The Board of Overseers may bring a civil action to enforce its property rights and to seek abatement of any encroachment or nuisance created on Public Land;
 - c. The Board of Overseers reserves the right to refer any ongoing encroachment to the appropriate legal authority for criminal trespass and/or constructive theft of public property; and
 - d. The Board of Overseers shall ensure that all public walkways remain open for public use and such walkways shall be marked and designated on public maps;

5. The Board of Overseers may grant a revocable license for the use of certain Public Land but shall retain the right to revoke that license at any time. No permit may be issued that allows the construction or placement of any permanent structure or object on any Public Land. The Board of Overseers may grant conditional approval for the installation of certain removable items, such as benches or gardens, subject to conditions as set out by the Board of Overseers. Such approval is in the sole discretion of the Board of Overseers and may be withdrawn at any time, whether or not the conditions of installation have been satisfied.

6. The Board of Overseers shall not divest the NVC of any Public Land without the consent of the majority of property owners of the NVC, which may only be gained by putting the issue before the property owners at a duly noticed meeting of the NVC.

**Northport Village Corporation
May 15, 2022 Board of Overseers Meeting
NVC Facility Use Requests**

Community Hall 2022 Reservation Requests

Requester	Purpose	Date	Time	Comments	Board Action/ Conditions
Keith & Maureen Robinston	Dance lessons	Thursdays 7/14 7/21 7/25 8/4 8/11	9:30- 11:30 a.m.	Upstairs.	
Jacquie Lacoste	Yoga classes	7/6 (W) 7/11 (M) 7/13 (W) 7/18 (M) 7/20 (W) 7/25 (M) 7/27 (W) 8/1 (M) 8/3 (W) 8/8 (M) 8/10 (W) 8/15 (M) 8/17 (W) 8/22 (M) 8/24 (W)	9:30- 10:30 a.m.	Upstairs. Ms. Lacoste requests the NVC wifi password to play music for approximately 10 minutes at the end of each class. We have not previously shared the NVC wifi password for other than NVC business for both security and capacity reasons. We do not have “guest” access.	

Northport Village Corporation
Event Space Rentals
 May 15, 2022

Facility	Rental Rate
<p><u>NVC Community Hall</u></p> <ul style="list-style-type: none"> • Main floor w/stage & kitchen • Community Room 	<p>\$15/hour</p>
<p><u>Shrine Event Center</u> (Certificate of insurance required, including Host Liquor Liability; refundable security deposit of \$2,000 required for every event; security guard(s) required for weddings and “special events” at an additional charge. Must remove all items brought in, remove all trash and mop floors if anything split.)</p> <ul style="list-style-type: none"> • Small rooms (25-50 people) • Lounge (50 people) • Large hall rates depend on number of people, day of week and time of day and range from \$1770-\$3820 	<p>All rates are for 8 hours, including set up, event and take down.</p> <p>\$370 + \$250 set-up/take down. Tables & chairs included. Kitchen rental + \$250</p> <p>\$570 + \$250 set-up/take down + \$60 cleaning fee</p>
<p><u>Crosby Center</u></p> <ul style="list-style-type: none"> • 740 sq.ft. – “The Lobby” • 760 sq.ft – “Second floor room” • 1400 sq.ft. – “Dance Studio” • 2,000 sq.ft. – “Small Theater” 	<ul style="list-style-type: none"> • \$65 first hour + \$15 each additional hour or \$200/day • \$80 first hour + \$20 ea add hour or \$250/day • \$80 first hour + \$15 ea add hour or \$220/day • \$70 first hour + \$30 ea add hour

	or \$350/day
Waterfall Arts WA has 4 rooms available to rent by the hour. The rooms accommodate (1) up to 20, (2) up to 12, (3) up to 30. The first floor gallery may be available, depending on exhibit calendar and nature of event. (Size unknown.)	\$20/hour
Wentworth Center	\$300 - \$500/day depending on day of the week
Bayview Point Event Center	\$750/hour \$1,500 - \$2,000 day More on weekends
United Farmers Market	\$1,000/day