



## **Gibson Hall Rental Agent**

### **Job Description and Contract Deliverables**

#### **Overview**

The Kiwanis Club of Issaquah is a non-profit civic organization that has operated in Issaquah since 1929. In the 1940's, Club members converted a shed originally built by the Civilian Conservation Corps into Gibson Hall, which is located at 105 Newport Way SW in downtown Issaquah. The building has served as the Kiwanis Clubhouse since then. Currently, the building is owned by the City of Issaquah, overseen by the Kiwanis Club Board of Directors and managed by a rental agent for the public benefit of the Issaquah community. Gibson Hall is a heavily used venue that provides a space for family and community events and activities at below-market rental rates. We are seeking a rental agent to provide management and janitorial services beginning no later than September 1, 2022.

#### **Rental Agent Job Description**

1. The title for this contract position is Gibson Hall Rental Agent.
2. As a contractor, the successful applicant is responsible for paying all applicable taxes related to compensation provided by the Kiwanis Club of Issaquah. No benefits are offered.
3. The Gibson Hall Rental Agent shall have the following duties:
  - Promptly responding to email and phone inquiries for rental of Gibson Hall;
  - Showing Gibson Hall to prospective clients (including how the hall can best meet their needs);
  - Instructing the renter on the use policy (including location of cleaning supplies; level of cleanliness required; trash/recycle receptacles; and contact information);
  - Maintaining a calendar of rentals (shared with the House Committee Chair);
  - Signing contracts on behalf of the Club;
  - Collecting deposits and rents and working with the Club Treasurer to make bank deposits;
  - Managing hall access, including creating individual door codes for each renter and removing the codes after the event is complete;
  - Prior to each event, ensuring that Club property and technology is secured and, following each event, ensuring that Gibson Hall is locked and secure;
  - Inspecting the hall after every rental to ascertain whether or not the deposit can be returned in whole or part;
  - Providing or contracting with janitorial services following each rental as needed to ensure that the next occupant finds the facility clean, safe and welcoming (see Janitorial Services Job Description);
  - Keeping records of rentals as provided for in the rental application;
  - Creating monthly rental reports for the Club President, the Treasurer, and the Board;
  - Working with the Club Treasurer, Club Accountant and Club President to track income and expenditures on a monthly basis;
  - Inventorying, purchasing and storing supplies as needed (the Kiwanis Club of Issaquah reimburses purchases);
  - Notifying the Club President and House Committee Chair of any maintenance issues;
  - Helping the Club Accountant to prepare a rental report annually (no later than March 31) to the Washington State Department of Revenue, Property Tax Division (a copy of the same annual rental report must be sent to the City of Issaquah, Support Services, Department of Parks and Community Services);
  - Attend Kiwanis Club of Issaquah Board of Directors meetings as needed;

- Following all COVID19/Department of Health regulations for facility cleanliness and safety; and
  - Assisting with advertising and communications about Gibson Hall rentals.
4. This position requires a trustworthy individual able to work independently without regular supervision. Hours are highly variable and require evening and weekend engagement. Must be responsive, friendly and helpful with renters and represent the values of the Kiwanis Club of Issaquah. Residence within the City of Issaquah limits, preferably in close proximity to the Gibson Hall facility, is a plus.
  5. The successful applicant, if not a member of Kiwanis, must provide a current copy of their business license and proof of general liability insurance and must be willing to name the Kiwanis Club of Issaquah as an additional insured.
  6. The successful applicant is not required to be a member of the Kiwanis Club of Issaquah.

### **Janitorial Services Job Description**

1. The following janitorial services will be regularly provided by the rental agent or by a contracted worker managed by the rental agent.
  - Common area: Dust all accessible surfaces weekly and dust blinds monthly; wipe down/clean glass display case as necessary; vacuum once a week or as necessary;
  - Bathrooms: wash and sanitize toilets and sink; dust; wipe down/clean mirrors; replenish toilet paper and towel dispenser as needed, mop floor surfaces; empty trash;
  - Kitchen: Clean countertops, stove, microwave, refrigerator, freezer, take out garbage and recycling, wipe down all exteriors monthly;
  - Pickup and dispose of trash in the parking lot;
  - Additional cleaning as required, upon request of the rental agent, **following events held at Gibson Hall.**

### **Application Directions**

Interested individuals or companies should submit a letter of interest outlining the following information:

- Relevant experience or related background in managing rental properties, or managing detailed projects and/or systems;
- A detailed proposal for hourly rate and projected annual compensation for rental agent services for a hall that averages three to five rentals per week (estimated time of 15 to 20 hours per week).
- A detailed proposal for additional janitorial services with an estimated time of ten to 15 hours per week, with variable day and evening work based on weekly rental traffic. If not provided by the rental agent, such services may be contracted out and managed by the rental agent. If contracted, the Kiwanis Club of Issaquah reserves the right to review and approve the contractor and wishes to pay the janitorial contractor directly.
- Submit your letter of interest and contract proposal(s) c/o Barbara de Michele, Kiwanis Club of Issaquah President, at [president@issaquahkiwanis.org](mailto:president@issaquahkiwanis.org). This position is open until filled.
- More information about Gibson Hall: <https://www.issaquahkiwanis.org/hallrental.asp>