# APPENDIXES

## Schedules:

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</table>
4. PROPRIETORS, FIRM MEMBERS, AND MEMBERS OF FAMILY (does not apply to corporations):
   a. Number of proprietors and firm members devoting the major portion of their time to
      the business, whether or not paid a regular salary or regular drawing account...
      Number:...
   b. Members of family of proprietors or firm members (wives or husbands, sons, daughters, etc.)
      who are regularly working in the business, full-
      time or part-time, but who are paid no stipulated wage or salary...
      Number:...
   c. Paid proprietors and firm members, whether included
      in 5-a and whether active in the business or not, who are paid a regular salary or drawing account...
      Number:...
   d. Number of employees paid for full-time work...
      Number:...
   e. Number of employees paid for part-time work...
      Number:...

5. EMPLOYMENT AND PAY ROLL (except self-employment):
   a. Total payroll for the year 1939—salaries, wages, bonuses, and commissions...
      Number:...
   b. How much of total payroll shown in 5-a above was paid...
      Number:...
   c. How much of total payroll shown in 5-a above was paid...
      Number:...
   d. Number of paid employees on pay roll for period ended nearest 15th of...
      Number:...

2. KIND OF BUSINESS:
   a. Kind of business...

3. TOTAL OPERATING RECEIPTS (include sales and amusement taxes collected by
   you from customers and paid by you directly to any local, State, or Federal taxing agency):
   a. Receipts for services...
   b. Receipts from amusements or the use of recreational facilities (admissions, fees, etc.)...
   c. Receipts from sale of merchandise (except returned goods and allowances)...
   d. Receipts from other sources (specify sources):

4. TOTAL operating receipts (sum of a, b, c, and d)...

5. CERTIFICATE
   a. We certify that the information contained in this schedule is correct and complete to the best of my
      knowledge and belief, and covers the period from...

   Signature and official title of persons furnishing the information:

   Date of signature:...

(Edge of paper)
CENSUS OF BUSINESS: 1939

A separate report should be prepared for each power laundry, hand laundry, dyeing, and cleaning plant, and rug cleaning establishment. Each separate establishment even though under the same management or personality if accepted unless the plants are located in the same city or town. The report should relate to the entire business of the establishment, including any branch receiving and distrover branch as well.

Report the full year’s operations for the calendar year 1939, if possible, even if ownership has changed during the year. 12-month period ending within a month before or after December 31, 1939, may be reported if books are kept on other than a calendar-year basis.

1. DESCRIPTION OF ESTABLISHMENT:
   a. Name of establishment:
   b. Name of owner:
   c. Location of establishment:
      - Name of city, town, or village:
      - Location of establishment:
        - Street and number:
        - Is this street number located within the corporate limits:
        - If the city, town, or village named above? (Yes or No):
   d. Home-office or business address of owner:
      - State:
      - City:
      - Street:
      - Number:
   e. Local form of organization:
      - Individual proprietorship:
      - Corporation:
      - Partnership:
      - Other (Specify):
   f. Date (year) of original establishment of this business in this city:
   g. Date of acquisition or establishment of this city under present ownership:
   h. Number of plants owned by this proprietor or organization in the United States any time during 1939 (including the one for which this report is prepared):

2. KIND OF BUSINESS:
   - Power laundry:
   - Dyeing and cleaning plant:
   - Rug cleaning plant:
   - Other (specify):

3. RECEIPTS FOR WORK DONE:
   - Laundering and cleaning and dyeing plants with sales amounting to $100,000 or over should report sales by service, in detail, as called for below. Other plants may report only TOTAL RECEIPTS FOR LAUNDRY WORK, FOR CLEANING AND DYEING, AND FOR RUG CLEANING, if any, and TOTAL RECEIPTS FOR WORK DONE. CLEANING AND DYEING plants should report separately the amount received for RUG CLEANING, and the amount received for WASHING.
   - Laundry work:
     (1) Bundle work (something known as starch work, back-binder, and hand-press work) $-
     (2) Family services:
       - Finished family work (completely finished by machine or hand) $-
       - Simplified family services (all family services except finished family and bundle work) $-
       - Damp wash (including damp-wash flat ironed, work should be reported under 3-6 above) $-
     (3) Commercial flat work (flat work from hotels, hospitals, restaurants, stores, or other establishments) $-
     (4) Towel, sheet, napkin, and linen supply service $-
     (5) Other (specify) $-

   - TOTAL RECEIPTS FOR LAUNDRY WORK $-

4. PROPRIETORS, FIRM MEMBERS, AND MEMBERS OF FAMILY:
   - Number of proprietors and firm members owning or operating this business: A-2
   - Members of family of proprietors or firm members, wives, or husbands: A-3
   - Sons, daughters, etc., who are regularly working in the business: A-4
   - Members of family of proprietors or firm members, wives, or husbands, who are paid $5 or more per week: A-5
   - Paid proprietors and firm members, whether included or not: A-6

5. EMPLOYMENT AND PAY ROLL:
   - Total pay roll for the year 1939—salaries, wages, bonuses, commissions, etc.: A-7
   - Monthly pay roll for the year 1939: A-8
   - Total pay roll paid during the year 1939 to full-time employees as defined above: A-9
   - How much of each total pay roll shown in A-8 above was paid to full-time employees: A-10
   - Number of all paid employees on pay roll for period ending nearest 10th of each month: A-11

6. EMPLOYMENT AND PAY ROLL DURING A TYPICAL WEEK:
   - The purpose of this inquiry is to obtain the average weekly pay roll of each establishment. Give figures for week ending Oct. 26, 1939. For hand-laundry establishments, report weekly pay roll of the week ending Oct. 25, 1939.
   - Week covered: From:

   CAUTION: For employees on other than weekly basis, as well as in cases where supplements are paid, the weekly equivalent should be entered on this form. For all employees reporting days of work, the number of employees should be reported for each day of the week.

REMARKS:

CERTIFICATE

The undersigned hereby certifies that the information contained in this schedule is correct and complete to the best of my knowledge and belief, and covers the period from... to...
CONFIDENTIAL CENSUS REPORT

Your report is required by Act of Congress. This act also makes it unlawful for the Bureau to disclose any facts, excluding names, to any person not employed in the Bureau. Periodic reports are used for the nation's general welfare, and you are asked to give this information truthfully. You are protected by the law. Violators will be prosecuted.

Form 41

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTON
2-22

HOTEL, TOURIST COURT, AND TOU RIST CAMP SCHEDULE

CENSUS OF BUSINESS: 1939

A separate report should be prepared for each establishment. Combined reports for two or more establishments, even though under the same management or ownership, cannot be accepted.

Report the full year's operations for the calendar year 1939, if possible, even if business has changed during the year. A 12-month period ending within a month before or after December 31, 1939, may be reported if losses are kept on other than a calendar-year basis.

1. DESCRIPTION OF ESTABLISHMENT:

a. Name of establishment

b. Name of owner

Race (not for corporations)

(cattle, eggs, dairy)

State

County

Township

Name of city, town, or village

Location of establishment, street and number

Is this street number located within the corporate limits of the city, town, or village named above? (Yes or No)

House-office or business address of owner

Legal form of organization

(Real estate only in place square)

Parish

Other (specify)

i. Legal form of organization

Individual proprietorship

Corporation

Partnership

Other (specify)

j. Date of original establishment of this business in this city

Date of acquisition or establishment in this city under present ownership

Month

Year

Total number of establishments owned by this proprietor or organization in the United States any time during 1939 (including the one for which this report is prepared)

2. KIND OF BUSINESS:

a. Kind of business (indicate by check mark)

□ Hotel

□ Tourist court, or tourist camp

b. List other business activities (in addition to that listed under 2-a) conducted by the owner from this establishment

EXAMPLE: Sale of gasoline; maintainable garage (for a separate net); marina; meat store; swimming pool admissions; laundry, cleaning, and pressing, etc.

c. Indicate nature of business (check one)

□ Year-round

□ Seasonal

d. If seasonal, indicate period when establishment is open: From ___ To ___

3. TOTAL OPERATING RECEIPTS:

(Includes sales taxes collected by you directly from customers and paid by you directly to any local, State, or Federal taxing agency)

<table>
<thead>
<tr>
<th>RECEIPT</th>
<th>KEY</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Receipts from hotel room rentals or from rentals of tourist cabins</td>
<td>D-1</td>
</tr>
<tr>
<td>b. Receipts from sale of meals</td>
<td>D-2</td>
</tr>
<tr>
<td>c. Total for room rentals and sale of meals (sum of a and b)</td>
<td>D-3</td>
</tr>
<tr>
<td>d. Receipts from sale of beverages (bar and fountain)</td>
<td>D-4</td>
</tr>
<tr>
<td>e. Receipts from sale of liquor (package)</td>
<td>D-5</td>
</tr>
<tr>
<td>f. Receipts from sale of wines and beer (package)</td>
<td>D-6</td>
</tr>
<tr>
<td>g. Receipts from sale of merchandise (grocery and oil, cigars, cigarettes, etc.)</td>
<td>D-7</td>
</tr>
<tr>
<td>h. Receipts from other sources, including rentals for concessions, and receipts from laundering, storage, repairs, and other services (specify sources and amounts)</td>
<td>D-8</td>
</tr>
<tr>
<td>i. Total operating receipts (sum of c, d, e, f, and g)</td>
<td>A-1</td>
</tr>
<tr>
<td>j. Report total amount of sales taxes included in i above, which were collected by you directly from customers and paid by you directly to any local, State, or Federal taxing agency</td>
<td>A-2</td>
</tr>
</tbody>
</table>

4. PROPRIETORS, FIRM MEMBERS, AND MEMBERS OF FAMILY (does not apply to corporations)

a. Number of proprietors and firm members directing the major portion of their time to the business, whether or not paid a regular salary or regular drawing account

b. Members of family of proprietors or firm members (wives or husbands, sons, daughters, etc.) who are regularly working in the business full-time or part-time, but who are paid no stipulated wage or salary Part-time (number)

c. Paid proprietors and firm members, whether included in 4-a or whether active in the business or not, who are paid a regular salary or drawing account

5. EMPLOYMENT AND PAY ROLL (except self-employment)

a. Total pay roll for the year 1939 Salaries, wages, bonuses, and commissions

b. How much of total pay roll shown in a above was paid to Part-time employees as defined below (see definition under 5-d below)

c. How much of total pay roll shown in above was paid to Part-time employees (all who work less than the full work week as defined below)

<table>
<thead>
<tr>
<th>EMPLOYEES</th>
<th>KEY</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total pay roll for the year 1939 Salaries, wages, bonuses, and commissions</td>
<td>A-3</td>
</tr>
<tr>
<td>b. How much of total pay roll shown in a above was paid to Full-time employees as defined below (see definition under 5-d below)</td>
<td>A-4</td>
</tr>
<tr>
<td>c. How much of total pay roll shown in a above was paid to Part-time employees (all who work less than the full work week as defined below)</td>
<td>A-10</td>
</tr>
<tr>
<td>d. Number of all paid employees on pay roll for period ended nearest 15th of each month</td>
<td>A-12</td>
</tr>
<tr>
<td>e. Of the total number of employees shown above for one pay roll in October (full-time and part-time combined) how many are</td>
<td>B-14</td>
</tr>
</tbody>
</table>

(Do not include here the proprietors and firm members reported in reply a)
EMPLOYMENT AND PAY ROLL DURING A TYPICAL WEEK (for hotels only):

Week covered: From ___________ to ___________, 1939.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PAY ROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CAUTION: Pay rolls kept on other than weekly basis, as well as hours and overtime, should be converted to weekly equivalents. Full-time employees as reported above should be only those who enter the following definition under inquiry 3-a.

1. QUARTERS AND MEALS SUPPLIED EMPLOYEES as part of their compensation and without any charge (for the week ending October 31, 1939, or other pay period used in inquiry 6-a):
   a. Number of employees receiving living quarters free.
   b. Number of employees receiving free—
      1. One meal daily.
      2. Two meals daily.
      3. Three meals daily.

2. NUMBER OF GUEST ROOMS (for hotels only):
   a. Total number of guest rooms.
      1. Number of rooms usually available for transient use.
      2. Number of rooms usually occupied by or available for residential guests.

3. TOURIST COURT AND CAMP ACCOMMODATIONS:
   a. Total number of cabins.
   b. Total number of units (rooms, apartments, single cabins, or other rental units) available for rental.

4. PERCENTAGE OF OCCUPANCY (for hotels only): Percentage of occupancy for the year 1939...