

# Policy and Procedure for Use of Gwynedd Friends Meeting Facilities

A handout for those requesting use of the Meeting facilities

Gwynedd Friends Meeting (“Meeting”) facilities serve the ongoing work of our Meeting, AQM, and PYM free of charge. When possible, they are also available to other Friends groups, to groups connected with a Meeting member or regular attender, and to groups unaffiliated with Friends.

Meeting and Gwynedd Friends School events have scheduling precedence. It is possible that even after an established recurring commitment is made to a group, an unanticipated Meeting function might arise. In such cases, rescheduling the non-Meeting event might become necessary.

Permission for use of the facilities may be granted or withdrawn at the sole discretion of the Meeting’s Hospitality subcommittee, and the Meeting reserves the right to make such additional rules and regulations as may be in its best interest.

In cases where a non-Meeting event is scheduled, a contact person from the Meeting will be assigned to facilitate matters between the Meeting and the applicant.

**Responsibilities:** Each person/organization/group requesting use of the Meeting's facilities must identify one adult who will sign both the *Request and Agreement Form* and the *Hold Harmless Agreement* (*not required for Meeting members*), and who will assume responsibility for that group's compliance with the Meeting's regulations and restrictions. This person shall also accept financial responsibility for any damage done during use, and/or excess cleaning required after use, that cannot be covered by the security deposit.

**Regulations:** Use of the facilities for profit-making commercial enterprise is forbidden. Individuals or groups using the facilities may not charge a fee to their members or guests which exceeds the estimated cost, unless any profit made is donated to charity. Activities are to be in keeping with Friends' values and testimonies, such as equality, peace, simplicity, stewardship and integrity.

**Restrictions:** The following are not permitted: Smoking, alcoholic beverages, mind-altering drugs, gambling, and illegal or immoral activities anywhere on the premises – indoors or outdoors; children on any balconies; scattering of rice, flower petals, birdseed, etc., or use of helium balloons; photography during a Friends worship service; eating in the 1823 Meetinghouse (both East and West Rooms).

**Housekeeping:** Building use is limited to the immediate area of the rooms that have been reserved, and the restrooms. Groups may provide their own setup and cleanup. Assistance may be available from caretaker if needed. Current rates would apply. Facilities must be left in a suitable condition as determined by the Contact Person. Please protect table and windowsill surfaces from moisture under plants and flower arrangements.

## When using the Kitchen and Community Room,

1. Please be sure that no event food is left on counters or in the refrigerator when you leave.
2. Consult instruction booklets for the stove, dishwasher, Braun coffee maker, etc. and first aid manuals in the drawer next to the refrigerator. Tools and stationery supplies are in the drawer by the towel rack.
3. Clean all surfaces, launder tablecloths if used, wash all dishes, empty the dishwasher, and put everything away in labeled drawers.
4. Empty all trash (in tied plastic bag) into the trash dumpster at the rear of the parking lot. Empty pot of compostable foods into black bin next to shed. Put clean recyclable items in labeled bins in the kitchen or in the collection bin outside the door. **We discourage use and storage of plastic and paper goods.**
5. Mop up spills and sweep kitchen, dining, and hall areas. Brooms are in the tall cabinet and hall closet.
6. Replace furniture as it was when you arrived. Report any breakage or damage to the Contact Person.
7. Before leaving, make sure the lights are turned off, and the windows and doors are closed and locked. Lobby overhead lights turn off automatically when room is vacated.