

Providence Monthly Meeting of the Religious Society of Friends

Building Use Policy

Providence Monthly Meeting (PMM) seeks to make our facilities available to the people of the community where they may satisfy their needs for devotion, work, study, discussions, concerns for public issues, or recreation. Space at PMM may be used by any group or for any function whose purpose, goals, ideals or philosophy is not inconsistent with the broad ideals of the Meeting. We do not assume responsibility for the opinions or activities of any organization/individual which is not officially connected with this Meeting. Permission to use Meeting facilities does not constitute endorsement of the group or its goals. Space may not be used for fundraising for a specific political candidate or candidates.

Users of the space will specify in their publicity that their "meeting is to be held at Providence Meeting" rather than using language which may imply that there is sponsorship by or affiliation with the Meeting.

Priority for events is determined on a first-come-first-served basis. However, Meeting-sponsored events have priority where possible over requests for building use from non-Meeting groups and individuals. The exception to this is uses that have already been arranged.

The non-profit rate applies to non-profit groups who are registered 501(c)(3) entities, or other such non-profits. However, this rate may NOT be used by groups that are charging an attendance fee for their event. A final determination on the status of any group with regard to non-profit status will be made by the Meeting.

Personal use by individual Meeting members is not considered Meeting use. Meeting members and attenders may use the Meeting facilities for personal family use at the reduced rates offered to members and attenders. Meeting members and attenders may use the Meeting facilities for commercial or organizational use at the reduced rates offered to non-profit entities. In the case of such uses, all normal usage rules and regulations apply. Rates reflect our expenses for the maintenance of the property but also take into account the special relationship that members and attenders have with the Meeting.

Description of Facilities

Meeting Room: This is a place for worship, ceremonies, concerts, suitable meetings, and other events. In this room, no material may be affixed to the walls, or other surfaces by means of any fasteners such as nails, screws, etc. Tape may not be affixed to the walls or any painted surface. Food and/or beverages may not be brought into this room. The meeting benches must not be moved or rearranged without express written permission. Capacity is 225.

Social Room: The architecture and views from this room are similar to the meeting room. One end of the room is raised and faces an attractive fireplace. Seating may be arranged to suit the needs of the lessee. Capacity is 111 persons.

Childcare Room: This room is best suited for groups of up to 30 people. Normally there are children's toys and playthings present in this room.

Kitchen: Two electric stoves with ovens for warming food, a small microwave, and a refrigerator for chilling food are available. Space in the refrigerator is highly limited.

WiFi is available in the Social Room. None of the rooms is air-conditioned except for the Childcare Room.

As a religious organization, PMM is not subject to the handicap access requirements of the Americans with Disabilities Act and the restrooms of our 18th and 19th Century buildings are not handicapped accessible at this time. There is a side entrance to the meetinghouse with no stairs which we have found makes access to our property accessible.

Also please note that the windows are permanently closed.

Usage Schedule	Full Rate	Contribution for Use by Non-Profits and Members for Commercial Purposes	Contribution for Use by Meeting Members for Personal Use
Meeting Room (4 hours)	\$400	\$225	\$100
Social Room (4 hours)	\$200	\$100	\$75
Kitchen (4 hours)	\$100	\$100	\$75
Childcare Room (4 hours)	\$75	\$40	\$20
Entire Building (4 hours)	\$700	\$400	\$225
Weddings, Memorial Services (4 hours) includes services of a facility coordinator	\$800	N/A	A donation to Providence Meeting in an amount that is personally significant.
Event Coordinator and Custodial Services as required for individual events. Parking services are also available for an additional charge.	\$75 per use	\$75	\$25

Providence Monthly Meeting Use of Facilities Agreement

Please complete this form and return it promptly so that your requested date(s) can be reserved. A 50% deposit is required to hold our facilities and should accompany this application. Final payment is due two weeks prior to your event. Checks should be made payable to "Providence Monthly Meeting." If you have questions, contact the Meeting representative Leslie Friedman at 610-565-4542.

Mail completed application and payment to: Leslie Friedman, 140 Park Place, Media, PA 19063.

CONTACT INFORMATION

Name: _____ Organization: _____

Non-Profit: Yes _____ No _____ Providence Meeting Member Sponsor: _____

Address: _____

Phone: (Day) _____ (Evening) _____

Contact Person for Event (if the person named above is unavailable)¹: _____

Phone: (Day) _____ (Evening) _____

EVENT INFORMATION

Type of Event: _____ Date(s): _____

Expected attendance: _____ Hours of Use: From _____ To _____

Will an attendance fee be charged? Yes _____ No _____

Room(s) requested: _____

Food Involved: Yes _____ No _____ Catered: Yes _____ No _____

If Yes, name and address of caterer: _____

Additional equipment being used: _____

Any additional information regarding space usage: _____

¹ This person is responsible for setting up and cleaning up after activities (including trash removal) and is the liaison with any caterers and outside parties, if these duties are not performed by the primary user of the space.

PMM Usage Rules & Regulations

Supervision and Support

All persons applying for use of the facility must be at least 21 years old and must either be a Meeting member or attender or have a Meeting member or attender sponsor their application. The Meeting sponsor will assume responsibility for oversight of the event.

Cleaning of the space by a third party before or after the event may be arranged for an additional charge. For further information please contact the Meeting.

Arrangements for wedding and memorial services (e.g., flowers, catering) are NOT included in the reservation of the meetinghouse. Please contact the Meeting for guidelines for weddings and memorial services.

Financial Consideration

The completed Agreement and a 50% deposit must be received before the event can be confirmed.

Full payment is required 14 days prior to the event. Cancellation less than 30 days prior to the event will result in forfeiture of the deposit.

Fire and Legal Considerations

Maximum occupancy of the meeting room is 225 persons; the Social Room, 111 persons; and the Childcare Room, 30 persons. As a religious organization, PMM is not subject to the handicap access requirements of the Americans with Disabilities Act and the restrooms of our 18th and 19th Century buildings are not handicapped accessible at this time. There is a side entrance to the meetinghouse with no stairs which we have found makes access to our property accessible.

Please note that the windows are permanently closed.

No candles or open flames may be used in heating foods or for lighting or for any other purpose except as an incidental part of a religious service.

No furniture, displays or equipment may be placed within five feet of a fire exit.

The fireplaces may not be used.

Caterers and Vendors

Caterers must be approved by the Meeting and have appropriate liability insurance. If a caterer or other for-profit entity is to be present to support the event then that entity must provide a certificate of insurance including PMM as an insured with a limit of liability of at least \$1 million.

Caterers must leave the premises in the condition in which they found them. NO food items should be left on the premises.

All vendors (caterers, florists, party suppliers, etc.) must deliver and remove their goods within the Hours of Use unless the Meeting has agreed in writing to other arrangements.

Conduct of Invitees

Invitees to the event must respect the religious nature of the premises and show respect for the privacy of neighbors. The Meeting reserves the right to have removed from the premises any person or group who is deemed by its representatives to present him or herself in a disorderly fashion.

No alcoholic beverages may be served or consumed on the premises. No smoking is permitted indoors or outdoors on the Meetinghouse property. No firearms are permitted indoors or outdoors on the Meetinghouse property.

Use of illegal substances will automatically terminate this Agreement.

No event is permitted whose purpose or manner of conduct is inconsistent with the Peace Testimony of the Society of Friends.

No food or beverages may be brought into, or consumed in, the Meeting Room.

The benches in the meeting room may not be moved.

It is requested that any materials and literature of Providence Monthly Meeting not be removed from bulletin boards, shelves or table tops.

Decorations must not damage the premises and must be removed during the Hours of Use. No decorations may be affixed in any manner to any painted walls or woodwork.

Thermostats are preset and should not be changed. Any doors opened during the event must be closed at the end of the event.

When the event is finished, all spaces used should be cleaned up. All tables and chairs should be put away. All trash must be bagged, removed from the building and removed from the Meeting's premises by the renter. Cleaning of the space by a third party before or after the event may be arranged for an additional charge. For further information, please contact the Meeting.

All lights and fans should be turned off. All doors must be closed and locked.

The user of the space agrees to each of the conditions listed above. The user of the space also agrees to waive and release all claims and causes of action of every kind which you now have or which at any time hereafter arise, against Providence Monthly Meeting, its officers, employees or members relating directly or indirectly to the function held. This Agreement is not assignable by the User. Any purported assignment will automatically terminate this Agreement.

Signed for User: _____ **Date:** _____

Signed for Meeting: _____ Date: _____

PMM Use only

Total fee quoted:	\$ _____	By: _____	Date: _____
50% deposit received	\$ _____	By: _____	Date: _____
Balance received	\$ _____	By: _____	Date: _____