

ADELPHI FRIENDS MEETING

FACILITY USE POLICIES



**Adelphi Friends Meeting (AFM) Facility Use Policies,
Instructions, Application, Fees, and Usage Checklists**

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INTRODUCTION

Historically the Religious Society of Friends (Quakers) built Meeting Houses rather than churches to encourage the use of their worship facilities for more than just an hour on First Day mornings. We are pleased to share our place of worship with others who identify with and respect our traditions of peace, simplicity, group worship, truthfulness and service to those in need.

The purpose of the Meeting House and the White House are primarily for silent worship, spiritual study, the conduct of business by AFM committees, and as a residence for the caretaker. Activities held here should be compatible with these functions and with the surrounding quiet residential neighborhood.

Friends traditionally do not have Pastors or paid staff. The day-to-day care and maintenance of our facilities is the responsibility of all who use the facilities, with repairs addressed by the House and Grounds Committee. Everyone who uses these facilities is required to follow AFM's guidelines and conditions, which are explained in this document; to use the facilities responsibly; and to clean up afterwards. Those who use our facilities also share in the operating and maintenance costs by paying a fee for usage.

To ascertain if space is available, call the Resident Caretaker at (301) 445-1114, email him/her at resident@adelphifriends.org, or check the online calendar at <http://adelphifriends.org>. Except for regular ongoing activities of AFM and its committees, which simply involve notification for scheduling purposes, most requests to use the Meeting House, the White House, and/or the grounds must be made in writing to the Meeting Clerk. This packet explains all of the procedures in greater detail and includes an application form and related forms and checklists. The packet can also be downloaded from Adelphi's web site at <http://adelphifriends.org>.

Requests for use of AFM's facilities should be made a minimum of 30 days in advance of the date needed, preferably more, to allow Adelphi's monthly Meeting for Business and/or Trustees adequate time for consideration of the usage request and, in the case of long-term agreements with outside organizations, to implement a signed Letter of Agreement with that organization. Requestors should read this document containing Adelphi's facilities use guidelines and conditions, fee schedule, and application forms and related liability forms in its entirety before submitting an application for use. Applications should identify the contact person for the group or organization requesting space.

Groups using the facilities should be aware that if an AFM activity such as a memorial service must be scheduled on short notice, this may cause some adjustment in the availability of particular rooms. Facility users should also correspond with their contact person at Adelphi Friends Meeting to give as much notification as possible if their own activities are cancelled.

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I. Applying for Use of Adelphi Friends Meeting (AFM) Facilities

- A. Individuals and organizations can first ascertain if AFM's facilities are available by calling AFM's Resident Caretaker at (301) 445-1114 or emailing him at resident@adelphifriends.org or by reviewing the AFM calendar available on the web at <http://adelphifriends.org>.
- B. AFM members and committees need only email or call the Resident Caretaker to schedule AFM community meetings and events.
- C. Individuals who are part of Adelphi's community and wish to use the facilities for special events such as weddings, memorial services, or worships need only schedule them by sending an email or letter to the Clerk of AFM at clerk@adelphifriends.org or 2303 Metzert Rd, Adelphi, MD 20783, explaining the size of the group and the nature of the usage requested. This would include BYM-sponsored activities such as Junior Young Friends. The clerk is authorized to approve such requests and refer them to the AFM Resident Caretaker for scheduling. The clerk may, at his discretion, bring the request to Meeting for Business for consideration and approval.
- D. Individuals and organizations that are not part of the AFM community can request use of AFM's facilities by writing to or emailing the Clerk at Adelphi Friends Meeting, 2303 Metzert Road, Adelphi, MD 20783 or clerk@adelphifriends.org.
- E. Applications for use of AFM's facilities should be made a minimum of 30 days in advance of the date needed, preferably more, to allow Adelphi's Trustees and/or monthly Meeting for Business adequate time for consideration of the usage request and, in the case of long-term agreements, to implement a signed Letter of Agreement within outside organizations.
- F. The person submitting an application for use of Adelphi's facilities must be someone with a binding commitment or responsibility and current regular participation in the activity's sponsoring organization. In order to be qualified to oversee an activity, the individual must have read this document and have a copy available during the activity. The application is included in this document.

II. Requests for Long-term Use Arrangements

Groups who wish to use the facilities on a recurring basis must apply to the Monthly Meeting as noted above. If such use is approved, AFM's Trustees will develop a Letter of Understanding with the group governing usage and fees, and the letter must be signed by both parties.

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III. Liability Insurance

Organizations or individuals sponsoring activities must have liability insurance to cover themselves in the case of injury to people whom they allow in the buildings and to cover any damage to our property. A copy of the current insurance certificate must be provided with the application for use. Temporary insurance riders on AFM's policy may also be purchased for the event from Adelphi's insurance company; Trustees can help facilitate that. AFM will also accept a "Usage and Hold Harmless Agreement" or individually signed liability release forms as a substitute for insurance.

IV. Spaces Available

List of Available Rooms and Approximate Capacity (adults)

Meetinghouse:

Meeting Room	100
Basement	100
Kitchen	

White House:

Library	25
Nursery	12
Upstairs classroom	20

Memorial Garden

V. Schedule of Availability

Regularly scheduled activities of AFM take precedence. Space is reserved regularly for AFM's own use as follows:

1. Meetinghouse on First Days until 2:00 pm for Meeting for Worship and related activity. Quiet must be maintained in the Meetinghouse during that time. The scheduling of large activities in the basement is discouraged.
2. White House or Meeting House for committee meetings, many evenings from 7:00 to 9:30 pm or at times requested.
3. Memorial Garden on 2nd First Days for Outdoor Worship from 9:00 to 9:40 am.
4. No space is available the week before the Strawberry Festival, which is held on the first Saturday in June.
5. Overnight stays in either of the buildings is restricted to the tenant in the apartment and others only by permission of AFM.

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6. The Meeting reserves the right to use the Meeting Room in the Meetinghouse on short notice for Memorial Meeting receptions and other activities. This means outside organizations may need to be flexible on the rooms they are using if a special event comes up. AFM will give as much advance notice as possible in such situations.
7. AFM reserves the right to close the buildings for emergency situations, such as those involving severe weather, utility malfunctions, repairs, etc., and will notify users promptly. In this situation, it would be the responsibility of the sponsoring organization to contact those involved in the activity to cancel it.

VI. Meeting Facilities Fees and Payment Details

Single building or room

Half day	\$60
Whole day	\$120
Kitchen also	\$30 additional

Entire property

Half day	\$90
Whole day	\$180
Kitchen also	\$20 additional

Memorial Garden only

Half day	\$30
Whole day	\$60

Note:

Half day is defined as morning, afternoon, or evening; any combination of two of those is considered a whole day.

Overnight is considered one day unless the facility is used all day prior as well, in which case it is billed at 1-1/2 times the day use fee.

Payment of fees must be made in advance of each use of AFM facilities, or by agreement of Trustees and with arrangement of the Finance Committee by prepayment on a monthly basis. Fees for using facilities for 4 hours or less are half the daily fee. Payment should be made upon receipt of the usage approval notice. Checks should be made payable to "Adelphi Friends Meeting" with a note about what it is payment for and placed in the Donations box in the lobby of the Meetinghouse or mailed to AFM at the address noted above.

Should the requested facilities become unavailable for the period of the approved use, AFM will refund the fee. Fees and guidelines are subject to change at the discretion of AFM.

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VII. Facility Usage Guidelines and Conditions of Use

Adelphi Friends Meeting has a cherished history of being a good neighbor. Anyone who sponsors a meeting or activity on AFM property agrees to do so under the terms of these Guidelines and Limitations.

1. Activities in these facilities should be appropriate to the rooms and furnishings.
2. No activities may be conducted which raise funds for a political cause or in any way promote a political party or candidate.
3. Smoking and lighted candles are prohibited on the property and in the Meeting House and White House.
4. The use of alcohol, non-prescription drugs, weapons (ceremonial or otherwise), and explosives, are prohibited anywhere on the premises.
5. The only animals allowed in the facility are service dogs.
6. Kitchen equipment must remain in the area of the Kitchen.
7. The kitchen may not be used for storage, especially of food or non-AFM owned cooking equipment.
8. Do not use the pew cushions from the Meeting House for sleeping mattresses.
9. No possessions are to be stored, long or short term, on the property.
10. Facility users are asked to maintain quiet in the hallways and public areas when activities involving worship or meditation are taking place.
11. No musical instruments or audio equipment may be used which disturbs other users of the building or residents of the neighborhood. Use of highly amplified musical instruments or loud instruments (drums, etc.) is not permitted.
12. The grounds may be used for quiet and peaceful activities respectful of the neighborhood, other users of the property, and the plant life.
13. Folding chairs and tables in the Meetinghouse storage room and the White House basement may be used but not taken from the property. All equipment such as folding chairs, tables, etc. must be returned to storage properly.
14. The Meeting room piano may be used.
15. Activity sponsors and participants are responsible for total cleanup after all activities; no custodial service is available.
16. Report any needed bathroom or other building supplies on the check-out list.
17. Users must replace any equipment broken and/or pay for the restoration of all property damaged during their use.
18. Use our parking lot when possible. If you must park on the street because our lot is full, park on our side of the street. When such parking is full, the merchants a block away off of Riggs/Adelphi Road allow us to use their parking.
19. We endeavor to keep these buildings secure. We are not responsible for any possessions you bring with you. Keep your cars locked.

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VIII. Guidelines and Conditions Specific for the White House

The White House is located between the Meeting House and the parking lot and is a religious facility that has a number of functions:

1. It is the home of our resident.
2. It is used for nursery and religious education classes.
3. It is used week day evenings by Meeting committees.
4. It is used by the Meeting for other functions such as wedding receptions and for the annual Strawberry Festival in June.

The key to the White House is restricted, and the House and Grounds Committee distributes keys only to authorized AFM members who may neither duplicate nor loan them.

If your group uses the White House for classes, a reception or for overnight stay, be mindful that you are sharing this space with the resident family and with first-day school classes. In addition to the items in the check list for clean-up and departure you must also conform to the following:

1. Toys or other equipment in the classrooms must be returned to their normal storage places before you leave.
2. The White House has a fire-alarm system triggered by pull stations, smoke and heat detectors and water flow through the automatic sprinkler system. If the alarm sounds, immediately evacuate the building and let the resident and group leader determine the cause of the alarm. If it is determined to be a false alarm they will call the fire department and cancel the call. The resident will reset the fire alarm system after the cause has been corrected. Do not leave the fire escape door on the second floor open at any time and make sure it is shut securely before you leave.
3. If your group slept in classroom areas, all your sleeping equipment and personal gear must be removed prior to 10:00am on Sunday morning.
4. The first floor doors are normally locked; be careful not to lock yourself out.
5. We have two showers, one in the basement of the White House and one in the basement of the Meeting House. Please leave these showers clean and the exterior floors dry after use.
6. The White House has a washer-dryer in the basement reserved for the resident which is not to be used by outside groups.

IX. Access/Keys to the Buildings

Keys given to organizations or individuals who use space at AFM are not to be copied or used by anyone else beyond the identified responsible contact for the group using the facilities and must be returned to AFM when the individual's participation wanes or the activity terminates.

For those groups or individuals who have not been given a key, either the resident who lives in the White House or a member of AFM will meet your group to let you in and lock up.

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X. Emergency Assistance Contacts

Fire, Police, and Medical Emergencies

Call 911 and tell the operator what the problem is. The operator will send help or tell you what to do.

Electricity

The PEPCO emergency numbers are:

Power outages	1-877-737-2662
Live wires down	(202) 872-3432

Gas

The smell of gas indicates immediate danger, call Washington Gas at 301-662-2151.

Water

For emergency shutoff call the Washington Suburban Sanitary Commission at 301-206-4002.

Heat

The programmable thermostats should not be adjusted. Adelphi's Resident Caretaker will ensure that the heat is on for scheduled events. If there is no heat call either the Caretaker or the Clerk to let them know.

NOTE: During periods of heavy rain, the Basement Room and Kitchen in the Meeting House may flood. The water company can't help this problem. Alert AFM about any maintenance concerns.

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APPLICATION FOR FACILITIES USE

APPLICANT INFORMATION:

Applicant Name _____

Telephone _____ Email address _____

Organization Name _____ Telephone _____

Organization address _____

Official Contact Person for organization or group if different from applicant _____

Telephone _____ Email address _____

Social Security Number for Applicant or Tax Identification Number for Organization _____

ORGANIZATION INFORMATION: (If the applicant is an individual, skip to Activity section.)

Purpose of Organization Educational _____ Charitable _____ Religious _____

Is your organization incorporated? _____ a non-profit? _____ and therefore, tax exempt under section 501(C),3 of the Internal Revenue Code? _____

NOTE: Activities involving partisan political organizations or support groups for such organizations are prohibited.

NATURE OF REQUEST:

Day & Date of the activity: _____ Hours: From _____ To _____

Is this application for a one-time use? _____

If no, specify frequency and beginning and ending dates _____

Activity setup begins at _____ Cleanup will take until _____

Is this applicant a first-time user of AFM's facilities? _____

How did you learn of the Adelphi Friends Meeting as a possible meeting place? _____

Purpose of the activity _____

Nature of the activity/activities during the use _____

Approximate number expected to attend _____

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Will any kind of admission fee or donation be asked of participants? _____ Amount _____

Are deliveries and pickups of supplies and equipment being considered? _____ (This must be discussed with the Resident Caretaker or your contact at Adelphi.)

Is the activity to be advertised as a "public meeting?" _____

If yes please explain _____

No announcement or publicity shall be circulated that states or implies sponsorship of the program or activity by Adelphi Friends Meeting (AFM). Use the term Friends Meetinghouse and the address only to identify the location of activities.

Spaces Requested

Meetinghouse:

- Meeting Room
- Basement
- Kitchen

White House:

- Library
- Nursery
- Upstairs classroom

- Memorial Garden

FEES

- Single building or room
 - Half day \$60
 - Whole day \$120
 - Kitchen also \$30 additional

- Entire property
 - Half day \$90
 - Whole day \$180
 - Kitchen also \$20 additional

- Memorial Garden only
 - Half day \$30
 - Whole day \$60

TOTAL FEES =

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I, the undersigned, apply for use of space in the Meetinghouse, White House and/or Garden as detailed in this application. I have read this entire document containing Adelphi's facilities use guidelines and conditions, fee schedule, and application forms and related liability forms and on behalf of myself and the above named organization agree to abide by these policies if our application for use is approved.

Signed _____ Date _____

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Additional Forms Required if Usage Request is Approved (forms enclosed in packet)

I. INSURANCE CONSIDERATIONS

1. Has proof of an encompassing insurance held by the applicant been provided?
Yes_____ No_____
2. Has the "Use and Hold Harmless Agreement" been signed and notarized?
Yes_____ No_____
3. Or, has proof of a temporary insurance rider clause been provided which covers the use applied for?
Yes _____ No _____
4. If neither 1, 2, or 3, have individually signed release forms been provided for each member of the group? Yes_____ No_____

II. CHECKLIST FOR CLEAN UP AND LOCKING UP

Must be submitted at end of event.

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Renter's Liability Release

1. I, _____, (Authorized representative) of

_____ (hereafter the "Organization") of the city of _____, state of _____

hereby waive, release and forever discharge, and indemnify and hold harmless, the Adelphi Friends Meeting of the Religious Society of Friends (AFM), its members, officers, agents, employees, and representatives from any and all claims, suits, actions, damages, losses, liabilities, costs, and expenses (including but not limited to attorneys fees and court costs), of any kind or nature whatsoever incurred for injuries and/or damages to persons and/or property, including those caused by the negligent act or omission of any person or entity released, arising out of or related to participation by the Organization in any program, event, activity, or other occurrence, including but not limited to _____ (Program) held on any property owned, controlled, or otherwise associated with AFM.

2. I, _____, (Guardian) the legal guardian and/or parent of the minor child _____ (Child), who was born on _____, on behalf of myself and

the Child, hereby waive, release and forever discharge, and indemnify and hold harmless, the Adelphi Meeting of the Religious Society of Friends (AFM), its members, officers, agents, employees, and representatives from any and all claims, suits, actions, damages, losses, liabilities, costs, and expenses (including but not limited to attorneys fees and court costs), of any kind or nature whatsoever incurred for injuries and/or damages to persons and/or property, including those caused by the negligent act or omission of any person or entity released, arising out of or related to participation by the Participant in any program, event, activity, or other occurrence, including but not limited to _____ (Program) held on any property owned, controlled, or otherwise associated with AFM.

3. I understand that participation in the Program on the property of AFM is potentially hazardous and can result in serious injury, and I am voluntarily allowing myself and/or the Child to participate in the Program with knowledge of the dangers involved. I hereby expressly assume and accept, on behalf of myself and the Child, any and all risks of injury or death.

4. I understand that participation in the Program may not be advisable for certain individuals because of illness or medical condition or because of medications being taken. I hereby acknowledge that I have been advised to seek advice from a physician regarding my and/or the Child's involvement in the Program. I also acknowledge that it has been recommended that I do hereby assume all responsibility for participation by me and/or the Child in the Program.

5. I hereby am giving this consent and release of liability in consideration for the Participant, Guardian, and/or Child being allowed to participate in the Program conducted on the property of AFM.

I hereby certify that I have read and understand this release of liability and that by signing it I intend to be bound legally and to bind the participant and/or the child and our respective heirs, executors, administrators, successors, and assigns.

Printed Name of Participant/Guardian

Signature of Participant/Guardian

Date

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Checklist for Clean-up and Locking Up

Before you leave, prepare these facilities for the next guests. You only need to be concerned with the facilities you use.

- Make sure all windows are closed and locked. Make sure no interior lights or fans are on.
- Check the kitchen. Make sure all coffeepots and appliances are unplugged, burners and ovens are turned off, and the faucet is off.
- Clean the kitchen and floors, as you would your own home. Brooms and mops are in the closet to the left of the kitchen; return them after use. Leave the dehumidifier above the kitchen sink running.
- Return tables and chairs to the positions where you found them.
- Put trash from both the kitchen and bathrooms in the dumpster in the parking lot. If your group used the outside grounds, check that all trash is picked up and deposited in the dumpster.
- If necessary, replace trash-can liners with new ones found in the kitchen.
- Make sure the entire building, including bathrooms, is empty before locking up. If you are not the last to leave, let those responsible for remaining activities know that you are leaving.
- Make sure all the doors to the outside are closed. Push on the doors to make sure they are properly closed and locked.
- If you were entrusted with a key, close and lock door. Double check if they are locked.
- If you were instructed to leave the key, when everything is securely locked, place key with this sheet in an envelope, seal it, and place it in the mail-slot of the White House. If you were not given a key, call the White House resident or your AFM contact to lock up.

Please help us to make these facilities useful for the next users by completing the questions below.

We found the following items broken or not working: _____

The following supplies are needed, specify which rooms: _____

Your name and organization: _____ Date: _____

Please place this completed checklist and the key in the accompanying envelope and place in the mail slot of the White House.