

APPENDIX I: Guidelines For Use Of The Meetinghouse

From the Meetinghouse Committee 2/00. re-approved 4/04

The Meetinghouse is available for use by any group seeking to develop spiritual growth, enrichment of inner life, better human relations, social concerns, civic responsibility, educational and international understanding.

Permission for use of the Meetinghouse can be obtained from the Meetinghouse Scheduler (see the current Committee list in the lobby). Keys are available from the Scheduler. The building is fully heated only while it is being used; this requires that the Scheduler be contacted at least a week in advance so that the heat can be programmed. No admission may be charged for any activity in the Meetinghouse, although collections for social and religious causes are allowed.

The Meetinghouse is not available to groups practicing discrimination.

For the schedule of fees charged to non-Meeting groups see the section Meetinghouse: Rental Fees in the body of the *Handbook*.

The Meeting for Worship Room has been designed for meetings only: any other use should have prior permission from the Meetinghouse Committee. Please ask before rearranging the benches, and return them to their original places when done. No lighted candles, food, or beverages are allowed in the worship room, lobby, or Champney room (small meeting room).

Please do not allow children to use the library unless there is an adult with them at all times. Do not use the fireplace without instructions from the Scheduler.

Consistent with Friends' beliefs, there is no smoking in the Meetinghouse. People may smoke on the grounds, but are asked to dispose of their own litter and not leave it for others to clean up. No alcoholic beverages may be brought onto the premises.

Groups renting the Meetinghouse are asked to include in any information given to others the words "This is not a Quaker Meeting program".

The Meetinghouse is cleaned weekly by members of the Meeting. Those using the building are expected to clean up after their gathering and leave things as they found them. Groups using the kitchen should wash and put away all dishes unless they have brought and used disposable paper products. Floors should be vacuumed, swept, and mopped as needed. All trash and garbage must be removed and wastebaskets relined. Any damage to the equipment or facilities should be reported to the Clerk of the Meetinghouse Committee. People are asked not to use the furnishings for purposes other than those which they are intended. Cleaning supplies are in the closet in the storage room.

After everyone has left, the person responsible for the group should check to see that the instructions for closing the building (Appendix I, page 3) have been followed.

CHECKLIST FOR CLEANING THE MEETINGHOUSE

GENERAL:

1. Get key from the Meetinghouse Committee's cubbyhole in the corridor outside the library.
2. Supplies are in the storage room, mostly in the closet. A few are in the cupboard in the women's room. Towels and toilet paper are on shelf in corner of storage room. Put a note in the Committee's cubbyhole if any supply is low.
3. Check vacuum cleaner bag and replace if needed.
4. Wet mop is hung lust outside the hack door: bucket is in storage room.
5. Empty all wastebaskets, put in ness liners (corner shelf in storage room), and see that someone takes the trash home.
6. Don't clean the mop in the sink; use a bucket.
7. Water the plants.

MEETING ROOM AND LOBRY:

1. Vacuum rugs.
2. Dust furniture as needed.
3. If the 15th of the month falls in your week, wipe the windowsills and heating units and vacuum the seat cushions.
4. If the 22nd of the month falls within your week, vacuum the recess under the entrance doormat.
5. Check the coat area for neatness and cleanliness. A lost-and-found box is there for articles that seem homeless.

LIBRARY:

1. Vacuum rug, wet-mop tiles if needed.
2. Dust shelves, tabletops, top or divider.
3. Vacuum chair cushions.

RESTROOMS:

1. Sweep, mop if needed.
2. Wash toilets.
3. Wash sinks, clean mirrors.
4. Wipe partitions and sills where needed.
5. Replenish paper towels, toilet paper, cups, and soap.

KITCHEN:

1. Sweep, mop if needed.
2. Wash, dry, and put away any dishes left out.
3. Wipe counters, stove, refrigerator.
4. Remove perishables (milk, etc.) from refrigerator and take home or give away. Defrost refrigerator if needed.

FELLOWSHIP ROOM, FIRST DAY SCHOOL ROOM, CHAMPNEY ROOM:

1. Sweep, mop if needed, vacuum rugs.
2. Dust as needed.
3. Arrange furniture neatly.
4. Be sure tabletops are clean.
5. Empty trash.

CLOSING THE BUILDING:

Any group which uses the Meetinghouse, including Meeting groups, sees to the following (Meetinghouse Committee 10/87).

1. Fire in fireplace out, using a small amount of water if necessary. Glass doors and dampers closed. Ashes cold.
2. All dishes washed and put away.
3. Soiled dishtowels and sponges taken out to be washed and returned.
4. All rubbish removed from building, fresh liners in trashcans and baskets.
5. Floors mopped and swept as needed, wet mop left outside back door, rugs vacuumed if needed.
6. Rooms left as they were found. Tables and chairs put away.
7. All windows closed and tightly latched.
8. All lights off.
9. All ten outer doors closed, latched, and locked. Because of weatherstrips, some must be pushed very hard to be sure they are latched.
10. To save oil, doors to the Champney Room and Worship Room are kept Closed when they are not in use in winter. To prevent pipes freezing in cold weather, all other interior doors should be left propped open in winter.
11. Please remember to return your key.

See also **Meetnghouse (in Handbook)**