

Palm Beach Meeting of the Religious Society of Friends Guidelines for Use of the Meetinghouse

823 North A Street Lake Worth, FL 33460 pbquakers@gmail.com

Thank you for your interest in holding an event at Palm Beach Meeting. We hope our building can meet your group's needs. We like to make our space available to groups in the community who share our values of peace, justice, care for the environment, education, and support of children and families.

We are a small Quaker congregation with a clerk, but no janitor or office staff. Requests for use must be approved. The following are guidelines to ensure the safety of your members, the care of our property, respect for our neighbors, and compliance with local police and fire codes. On rare occasions, Friends may need to use the building at your scheduled time, in which case you may be asked to reschedule.

Please fill out and return page 2 of this document as your application for the request to use our Meetinghouse.

1. No smoking, alcoholic beverages or firearms are allowed anywhere in the building or on the property.
2. There is no parking in the driveway or in front on the street. Please park in the parking lot.
3. No food or drink is permitted upstairs. Please keep food and drink on the lower level.
4. No open flames (candles, etc.) are permitted.
5. No cooking is allowed in the kitchen, per orders of the Lake Worth Fire Department. You may heat water, use the microwave, warm food in the oven or store food in the refrigerator.
6. Only service animals are permitted in the building.
7. You are welcome to rearrange tables and chairs, but please return them to their original configuration.
8. Please supervise children carefully. For every 10 children from birth to 5, we require 2 adults for direct supervision. For every 15 children age 6 and above, we require 2 adults for direct supervision. No single child or group of children should ever be in the care of only one adult at any time. Children may play with the toys and read the books in the children's room, but please make sure they clean up before they leave.
9. Brooms and mops are in the cabinet next to the refrigerator. Please put recyclables in the bins underneath the table on the west wall under the windows. Please clean up before you leave and put your trash outside.
10. Group leaders should be aware that loitering on the property during or after the event is not permitted. The responsible person/leader needs to remain on the property until all participants have left.
11. If you have been given a key, please make sure the air conditioning thermostat is set to 84, lights are turned off, windows shut, shutters are down, the stove is turned off and doors are locked, before you leave.
12. WiFi is available. Please ask for the password should you need it.
13. We do ask suggested donations for use of the Meetinghouse. They are as follows:

For Community/Activist's groups having a committee meeting, please contribute whatever you are able.
For larger community events, such as lectures or workshops, we ask a minimum \$50 donation.
For profit making groups with paying attendance, selling services, books or other material, we suggested a donation of at least \$200.00/day, and ask that you provide a Certificate of Liability Insurance to cover the event.
For memorial services, parties and weddings we ask a suggested donation of \$200.
If you are a Member of this or another Quaker Meeting, or have a meeting house usage request that falls outside of those stated above, please communicate with the Property Committee.

Fire regulations allow up to 86 upstairs and 82 downstairs.

Palm Beach Meeting of the Religious Society of Friends

823 North A Street, Lake Worth, FL 33460 pbquakers@gmail.com

REQUEST FOR USE OF THE MEETING HOUSE

Please Note: Guidelines for use of the Meetinghouse are attached to this application.

Please indicate below that you have read them.

Name of Organization/Person: _____ Nonprofit? Yes ___ No ___

Purpose of Organization: _____

Address: _____

Group Leader: _____ Phone _____

Backup Contact Person: _____ Phone _____

Description of Activity: _____

(Please attach copies of publicity and/or descriptions of materials to be used.)

Will a fee be charged? _____ How will you advertise? _____

Is this a public event you would like to have advertised in our newsletter? Yes ___ No ___

Date(s) of use: _____ Time: _____ Number of Adults: _____

Will there be children attending? Yes ___ No ___ Number: _____

Areas to be used (please circle all needed): Upstairs, downstairs, kitchen, children's room, library

Does your organization have liability insurance that will cover your activities in the Meetinghouse?

Yes ___ No ___

(If YES, please attach proof of insurance with this application. Should your event be approved, you will need to provide a Certificate of Insurance naming Palm Beach Monthly Meeting as the certificate holder.)

I have read and understand the
Guidelines for use of the
Meetinghouse.

Initial: _____

Signature of Organization's Representative

Print Name

Date: _____

How did you hear about our Meetinghouse? _____