

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

823 North A Street      Lake Worth, FL 33460

We welcome you to our Meetinghouse and hope our building can meet your group's needs. We ask you to be aware of the following 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 temporarily. For any questions or concerns, contact John Palozzi at 561-588-9829.

1. Please keep food and drink on the lower level. As the second level is our worship space, we expect people to respect it. You are welcome to rearrange chairs, but please carefully return them to the original configuration after your event. Please do not abuse the chairs by rocking back on the rear legs, standing on, or stacking them.
2. No cooking is allowed in the kitchen, per orders of the Lake Worth Fire Department. You may heat water, use the microwave, or warm food in the oven.
3. Please supervise children carefully. For every 10 children from birth to 5 years of age, we require 2 adults for direct supervision. For every 15 children age 6 and above, we require 2 adults for direct supervision. Additional supervisors may be required depending on circumstances. Children may play with the toys and read the books in the children's area, but please make sure they clean up before they leave.
4. 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.
5. We recommend the air conditioning be kept at 78 degrees. While it is operating, the doors to the outside and to the stairs must remain closed. Please turn the air conditioning off when you leave.
6. Please make sure the lights are turned off, the doors are locked, the windows shut, the shutters are down, and the stove is turned off.
7. No smoking or drinking of alcoholic beverages is allowed anywhere in the building or on the property.
8. Only service animals are permitted in the building.
9. No open flames (candles, etc.) are permitted.
10. Brooms and mops are next to the refrigerator. Please put recyclables in the bins underneath the table on the west wall under the windows. Please DO NOT MOVE the large antique table just inside the door. We do not have custodial service, so please clean up before you leave and put your trash outside.
11. Please do not store materials or food at the Meetinghouse, as we cannot be responsible for these when you are not there.
12. There is no parking in the driveway or in front of the building. Please park in the parking lot.
13. We do ask suggested donations for use of the Meetinghouse. They are as follows:

<b>1 to 4 hours:</b> 1-20 people: \$25    21-40 people: \$45    41-60 people: \$65    61-80 people: \$85
<b>5 to 8 hours:</b> 1-20 people: \$50    21-40 people: \$90    41-60 people: \$130    61-80 people: \$170

Fire regulations allow up to 86 upstairs and 82 downstairs.

(Approved 04/12/2015)

# Palm Beach Meeting of the Religious Society of Friends

823 No. A Street, Lake Worth, FL 33460 (561) 360-7522

## 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: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Group Leader: \_\_\_\_\_ Phone \_\_\_\_\_

Backup Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

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 on our Facebook, website, Meetup Group and newsletter? Yes \_\_\_\_\_ No \_\_\_\_\_

Date(s) of use: \_\_\_\_\_ Time: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Number of Children to up 5 years: \_\_\_\_\_ Number of adult supervisor(s): \_\_\_\_\_

Number of Children age 6 and up: \_\_\_\_\_ Number of adult supervisors(s): \_\_\_\_\_

Children's activity(ies): \_\_\_\_\_

Area(s) to be needed: \_\_\_\_\_

(Upstairs, downstairs, kitchen, children's area, library area)

If your organization has liability insurance that covers your activities in the Meetinghouse, please attach a Certificate of Insurance.

Do have \_\_\_\_\_ Do not have \_\_\_\_\_ Name of insurance company: \_\_\_\_\_

Quaker Sponsor for your event: \_\_\_\_\_

I have read and understand the  
Guidelines for use of the  
Meetinghouse. Initial: \_\_\_\_\_

\_\_\_\_\_  
Signature of Organization's Representative

\_\_\_\_\_  
Print Name

Approved 14 Fourth Month, 2015

Meeting for Worship with a Concern for Business