

Information About Use of Building

Who is eligible to rent Meeting space?

Only non-profit organizations may rent Meeting space. The activities and missions of the requesting organization must be consistent with Quaker Faith and Practice described at the CHFM website, www.chapelhillfriends.org

1. Political parties may not rent space.
2. Meeting space may not be rented for fund-raising activities. Exceptions must be approved by either the Ministry and Worship or Care and Counsel Committee.
3. Committees of CHFM may request an exemption from Buildings and Grounds.

Description of meeting spaces:

Duration of event		2 hours	4 hours	8 hours
Meeting room (upstairs)	Seats 80-100 on 18 wooden benches and some chairs	\$50	\$75	\$125
Meeting library	Seats up to 12	25	45	80
Common room (downstairs)	Seats 20-30	20	35	60
*Schoolhouse multipurpose room	Seats 60-80 (folding chairs, tables in closet)	80	120	200
*Schoolhouse multipurpose room with kitchen use		100	175	250

* Opening the Schoolhouse for non-CHFM use requires that a member or attender of CHFM open the building and provide some level of oversight for the activities.

General Rules:

1. Groups must complete and sign this agreement form *prior* to using the space.
2. Groups must clean up and lock up after using the building.
3. Any damage to facility (walls, furniture, windows, etc.) must be reported at once to House Resident.
4. Children must be supervised. Use of the nursery in the Meeting House will be \$20.00.
5. No smoking, alcohol, drugs or weapons allowed.
6. Each group must identify a responsible member and provide his/her contact information. This individual will be responsible for follow-up on any concerns identified by the House Resident or CHFM.

Reduced rates are available for the following:

Groups directly involved in community service or action consistent with the goals of the Meeting (e.g., peace, equality, economic justice) may ask that fees be reduced or waived; Building and Grounds will decide.

**Request for Use of Building
Application Form**

Name of Group: _____

Person responsible _____

Address _____ Phone _____

Email _____

Purpose of group: _____

Proposed activities _____

Preferred date: _____ Time: from _____ until _____

Second choice of date: _____ Time: from _____ until _____

One time use? _____ On-going rental/Frequency/Duration? _____

Choice of room(s) to rent: _____ Children? _____ (\$20 for use of nursery)
****groups are responsible for child care****

School House Kitchen need? Yes/No Describe use (i.e., refrigerator, food preparation, coffee maker):

Will your meeting(s) include a member or regular attender of Chapel Hill Friends Meeting? Yes/No

If yes, please provide name: _____

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The undersigned responsible person represents and agrees that:

1. The activities and mission of the group requesting use of the Meeting's space are consistent with the historic Quaker testimonies of peace, simplicity, community, equality, and integrity.
2. He/she will supervise the use, ensure compliance with all conditions of use, report and pay for any damage, and will hold the Meeting harmless from any liability.

Signature of responsible person: _____ **Date:** _____

Quaker group? Yes/No Name of affiliated member/attender _____

Total rent of \$ _____ .00 is due at the time of the event.

Paid \$ _____ .00

Please make checks payable to the Chapel Hill Friends Meeting.

*Approved, November 12, 2002 Meeting for Business
Updated, July 10, 2016*