

# ASHEVILLE FRIENDS MEETING 227 Edgewood Road, Asheville, NC 28804

Rental coordinator: Zoe Wallace, (828) 335-5834 or [zwallace883@gmail.com](mailto:zwallace883@gmail.com)

## Meetinghouse Use Guidelines –

**Please return the Rental Agreement to the rental coordinator in a timely manner.**

1. All groups meeting at the Meetinghouse shall be non-profit, with collections or donations for expenses only. Groups using the Meetinghouse are expected to abide by all applicable regulations for 501(c) 3 non-profit organizations in assessing fees to participants. Groups shall not sell materials at the Meetinghouse. Due to limited space, we cannot store any materials. Groups are expected to limit their use to purposes which are harmonious with Friend's principles and testimonies.
2. Please leave the Meetinghouse clean and in order. Do not remove books from the library.
3. The Asheville Friends Meeting is a drug and alcohol-free facility, except that cigarette smoking is permitted in the parking area if cigarette butts are removed from the premises.
4. Animals are not allowed in the Meetinghouse.
5. If children are present, they must always be adequately supervised.
6. There is to be no burning of candles in the meetinghouse (per order of the fire marshal).
7. All groups meeting at the Meetinghouse, other than Asheville Monthly Meeting, Southern Appalachian Yearly Meeting and Association and Southern Appalachian Young Friends and their subcommittees and subgroups, must demonstrate to Asheville Friends Meeting (its representative) that the outside Renter group will be entirely responsible for their own activities and activities of their attendees taking place in our meetinghouse by one of two means as follows:
  - a. Provide AFM with a Certificate of Insurance indicating Asheville Friends Meeting as an "Additional Insured";
  - b. Agree to hold AFM Harmless by signing the AFM Indemnity Release form. **All attendees must sign this form.**

### Opening the Meetinghouse

1. To open the Meetinghouse front door, enter the code into the lock box keypad & push down on the release button. This will open the box which contains the key. To return the key to the box, this code must be re-entered. If you make a mistake, press the "clear" button before trying again.
2. If any exceptional conditions are found (e.g. water running, lights on, heat off, plumbing malfunctions), please report these to Zoe Wallace, (828) 335-5834 or [zwallace883@gmail.com](mailto:zwallace883@gmail.com) (Note: The library fan is always on to help protect books and air filters are always on for safety reasons).
3. In the winter months, the heating system controls will be pre-set to 68°F. You can adjust it for 30 min intervals up to 4 times by pressing the "Override" button & using the up and down arrows. It will return to the default settings later.
4. In warm weather, turn on the overhead fans and open windows as needed.
5. Arrange tables and chairs as desired.

### Closing the Meetinghouse

1. Turn off the fans (except for the library), leave air filters on and close and lock windows.
2. Make sure all tables and chairs are returned to their storage places.
3. Sweep floor and clean up as needed.
4. If using the kitchen, wash dirty dishes & clean out any food left in refrigerator.
5. Lock all 4 doors downstairs. Try the handles to make sure the bolts are engaged.
6. Turn off all lights. If leaving after dark, the porch light can be turned off from the porch once movement has activated the floodlights located on the corner of the building.
7. Return the key to the lock box after locking main door (must re-enter box code to close).

**There is First Aid Kit on the shelf over the sink in the kitchen.  
For emergencies only, a telephone outside the office is 307-800-1604.**