

## ASHEVILLE FRIENDS MEETING

Meetinghouse Use Guidelines - You must return the Rental Agreement in order to be listed on the calendar. Until you return the form, you do not have permission to use the Meeting House in any form or manner. And if you stall in filling out and returning the form, you may find the space was rented out to someone else.

1. All meetings held at the Meetinghouse shall be not-for-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 provided that cigarette butts are removed from the premises.
4. Animals are not allowed in the Meetinghouse.
5. If children are present, they must be adequately supervised at all times.
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 Renter that that outside group will be entirely responsible for their own activities in our meetinghouse and their own attendees of their activity 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

### Opening the Meetinghouse

1. To open the Meetinghouse front door, enter the code into the lock box keypad. This will release the box which contains the key. To return the key to the box, this number must be re-entered.
2. If any exceptional conditions are found (e. g. water running, lights on, heat left on, plumbing malfunctions), please report these to Susan Oehler (828-337-1137, [dancewater2@gmail.com](mailto:dancewater2@gmail.com))
3. In the winter months, the meeting room heating system controls will be pre-set to heat to 66° beginning 1 – 2 hours before your groups' activity. You can adjust it up or down using the arrows and it will return to the default settings later.
4. In warm weather, turn on the overhead fan and open windows as needed.

### Closing the Meetinghouse

1. Turn off the fan and close and lock windows.
2. Make sure all tables and chairs are returned to their storage places.
3. 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.
4. Lock all 4 doors downstairs. Try the handles to make sure the bolts are engaged.
5. Return the key to the lock box after locking main door (must re-enter box code to close).

There is a First Aid Kit on top of the refrigerator in the kitchen.

For emergencies only, there is a telephone outside the office: 828-259-0974.

Our address is 227 Edgewood Road, Asheville, NC 28804

Rental coordinator: Susan Oehler, [dancewater2@gmail.com](mailto:dancewater2@gmail.com), 828-337-1137