

Name of Group \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Phone \_\_\_\_\_ (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (cell)  
 Address \_\_\_\_\_ Email \_\_\_\_\_

Dates and time period of single or occasional Meetinghouse Use: \_\_\_\_\_

Is this a regular Event? No   
 Yes  If yes, give dates or day of month and time period:  
 \_\_\_\_\_

Indicate the room(s) desired, the number of hours use (2 hr minimum per date) and calculate total:

Room	Rate	Number of Hours (2 hour minimum)	Total
<input type="checkbox"/> Main meetingroom	\$15/hour	_____	_____
<input type="checkbox"/> Library/Nursery or Upstairs Room	\$10/hour	_____	_____
<input type="checkbox"/> Kitchen (one time fee)	\$7.50	-----	_____
<b>Total Meetinghouse Use Fee</b>			_____

Meetinghouse Use Fee is calculated to help defray the cost of maintenance, utilities, repairs and upkeep based on historical data regarding the meetinghouse and hours used. Rates are guaranteed for at least one year. Beyond that, no changes will be made to the rental rates without a minimum of 90 days notice.

The cost for this rental will be \_\_\_\_\_ ( ) quarterly payment or ( ) one time fee.

Asheville Friends Meeting carries liability insurance that will cover only official activities of the Religious Society of Friends in the Asheville Friends meetinghouse. For outside groups who use the meetinghouse we require one of the following two means of demonstrating 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. Please indicate to which option your group will agree and provide the appropriate documentation of such (Circle One):

- 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

Agreements are due prior to your use of the Meetinghouse and must be approved by the Rental Coordinator before you group can plan to use the meetinghouse space. Please sign this agreement and mail it to AFM at our address below. Single or occasional use groups should pay by check before or at the time of use. Established, regularly meeting groups may pay quarterly, e. g. by Apr 1, July 1, Oct 1, and Jan 1. Please make checks payable to Asheville Friends Meeting. Please note "RENTAL" on the memo line of your check, identify your group and the date or period covered by the rental payment. Please put in labeled envelope and drop in slot in AFM office door, or mail to Asheville Friends Meeting, Attn: Treasurer, 227 Edgewood Road, Asheville, NC 28804 . Please also read the enclosed sheet entitled Meetinghouse Guidelines for Use.

**I have read and agree to the guidelines for the use of the Asheville Friends Meetinghouse:**

\_\_\_\_\_  
 Signature Date