

(rev. January 2024)

Adelphi Friends Meeting (AFM) Facility Use Policy

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INTRODUCTION

This document explains how to request use of the Adelphi Friends Meeting (AFM) Meeting House, White House, and the grounds. The AFM Meeting House and White House are used primarily for silent worship, spiritual study, the conduct of business by AFM committees, and as a residence for the caretaker. Activities held here should be compatible with these functions and with the surrounding quiet residential neighborhood.

Applications for use of AFM's facilities should be submitted 30 days or more in advance to allow time for consideration of the request. Requestors should read this document containing AFM's facilities use guidelines and conditions, fee schedule, application form and related liability forms in its entirety before submitting an application.

I. Use of AFM Facilities: Who needs to apply and who doesn't?

A. AFM community activities

Activities organized for the AFM community, or its committees, do not need an application. Decide when your group wants to meet and if you have a space preference. Determine if AFM's facilities are available by reviewing the electronic calendar on the web at <https://adelphi.breezechms.com/r/events>. [You will need a login to view the calendar. If you don't have a login, contact schedule@adelphifriends.org below to check the date/time.]

Email the people who schedule events at schedule@adelphifriends.org or call (301) 445-1114 with date, time, length of event, preferred location, contact person's name & information to have the reservation placed on the calendar. You may include an event description for the calendar. You will receive a reply saying whether you are scheduled. Double check the online calendar to be sure the event looks the way you want.

Individuals who are part of Adelphi's community and wish to use the facilities for a special event such as a wedding or memorial service do not need to fill out an application. They may schedule it by sending an email to schedule@adelphifriends.org with the above information and, if desired, also by letter to 2303 Metzert Rd, Adelphi, MD 20783, explaining the size of the group and the nature of the use requested.

B. Activities sponsored by other Quaker organizations:

- 1) BYM sponsored activities, such as Young Friends and Junior Young Friends, do not require an application and no fee is applied. No AFM presence is required at these events. Please contact schedule@adelphifriends.org.
- 2) Non-BYM organizations should apply to use the facilities using the procedures outlined below. No fee will be charged to use the facilities.

C. Outside individuals and organizations

- 1) Non-Quaker organizations that include an AFM attender should apply for use of our facilities using the procedures below. When an outside organization includes an AFM attender, or receives financial support from AFM, Trustees may decide that a usage fee is not required.
- 2) Individuals and organizations that are not part of the AFM community and do not fit the above criteria should apply to use our facilities by using the procedures outlined below.

II. How to apply to use AFM Facilities:

Individuals and organizations can request use of our facilities by sending an application (see form below) to the resident caretaker at Adelphi Friends Meeting, 2303 Metzert Rd, Adelphi, MD 20783 or emailing schedule@adelphifriends.org. The request will be forwarded to the Trustees committee who will consider the suitability of the application and supply instructions for the use of the facilities.

Applications for use of AFM's facilities should be submitted 30 days or more in advance of the date needed to allow Adelphi's Trustees and/or monthly Meeting for Business adequate time for consideration of the usage request.

The person submitting an application for use of Adelphi's facilities must have a binding commitment or responsibility and current regular participation in the activity's sponsoring organization.

III. Spaces Available, Capacities and fees

A. Available Rooms and Approximate Capacity (adults)

MEETING HOUSE:

Meeting Room	100
Basement	80
Kitchen	6

WHITE HOUSE:

Library	25
Nursery	12
Upstairs classroom	10

GROUNDS:

Fenced playground	30
Open field	100
Parking lot	18 cars

B. Fees

SINGLE BUILDING OR ROOM

Up to 4 hours	\$60
More than 4 hours	\$120
Including Kitchen	\$30 additional

BOTH BUILDINGS:

Up to 4 hours	\$90
More than 4 hours	\$180
Including Kitchen	\$30 additional

NOTES:

Fees for building use include use of parking lot and grounds.

Up to an hour for set up, and an hour for clean-up are not included in the 4 hours.

Overnight is considered one day unless the facility is used all day prior as well, in which case it is billed at 1-1/2 times the day use fee. Overnight concludes at 10:00 AM the following morning.

Payment of fees must be made in advance of each use of AFM facilities. Payment should be made upon receipt of the usage approval notice. Checks should be made payable to "Adelphi Friends Meeting, Inc." with a note about what it is payment for and placed in the Donations box in the lobby of the Meetinghouse or mailed to Adelphi Friends Meeting, C/O Treasurer, 2303 Metzert Rd, Adelphi, MD 20783.

IV. Schedule of Availability

Regularly scheduled activities of AFM take precedence over other activities. Space is reserved regularly for AFM's own use as follows:

1. Meeting House and White House on Sundays until 2:00 pm for Meeting for Worship and related activity.
2. White House or Meeting House for committee meetings, many evenings from 7:00 to 9:30 pm or at times requested.
3. No space is available the week before the Strawberry Festival, which is held on the first Saturday in June.
4. AFM reserves the right to close the buildings for emergency situations, such as those involving severe weather, utility malfunctions, repairs, etc., and will notify users promptly. In this situation, it would be the responsibility of the sponsoring organization to contact those involved in the activity to cancel it. Should the requested facilities or satisfactory alternative space at AFM become unavailable for the period of the approved use, AFM will refund the fee.

V. Liability Insurance

Organizations or individuals sponsoring activities may have liability insurance to cover themselves in the case of injury to people whom they allow in the buildings; AFM's liability is covered by its own insurance. In AFM's discretion, AFM may require proof of insurance. In any event, the Usage and Hold Harmless Agreement, which must be signed as part of the application, contemplates indemnification of AFM.

VI. General Usage Guidelines and Conditions of Use

Adelphi Friends Meeting has a cherished history of being a good neighbor. Anyone who sponsors a meeting or activity on AFM property agrees to do so under the terms of these Guidelines and Limitations.

1. Activities in these facilities should be appropriate to the rooms and furnishings.
2. No activities may be conducted that raise funds for a political cause or in any way promote a political party or candidate.
3. Smoking and lighted candles are prohibited on the property and in the Meeting House and White House.
4. Alcohol, illegal drugs, weapons, and explosives are prohibited anywhere on the premises.
5. The only animals allowed in the facility are service dogs.
6. Kitchen equipment must remain in the area of the kitchen.
7. The kitchen may not be used for storage, especially for non-AFM owned food or cooking equipment.
8. The pew cushions from the Meeting House may not be used for sleeping mattresses.
9. No possessions are to be stored, long or short term, on the property.
10. No musical instruments or audio equipment may be used that disturbs other users of the building or residents of the neighborhood. Use of highly amplified musical instruments or loud instruments (drums, etc.) is not permitted.
11. The grounds may be used for quiet and peaceful activities respectful of the neighborhood, other users of the property, and the plant life.
12. Folding chairs and tables in the Meeting House and the White House may be used but not taken from the property. All equipment such as folding chairs, tables, etc. must be returned to the locations where they were found.
13. The Meeting room piano may be used responsibly.
14. Activity sponsors and participants are responsible for total cleanup after all activities; no custodial service is available.
15. Report any needed bathroom or other building supplies on the checkout list.
16. Users must replace any equipment broken and/or pay for the restoration of all property damaged during their use.
17. Use our parking lot when possible. Parking on adjacent streets, Apache Street and 23rd Avenue, and on the same side of Metzertott Road as the meetinghouse, is restricted after 6 p.m. No restrictions apply on the other side of Metzertott Road. Parking may also be available on nearby public-school lots.
18. We endeavor to keep these buildings secure. We are not responsible for any possessions you bring with you. Keep your cars locked.
19. Someone must be designated to oversee an activity. That person must have read this document and have these guidelines, checklist and your completed application available while occupying AFM facilities.

VII. Guidelines and Conditions Specific for the White House

The White House is located between the Meeting House and the parking lot and is a religious facility that has several functions:

1. It is the home of our resident caretaker.
2. It is used for nursery and religious education classes.
3. It is used weekday evenings by Meeting committees.
4. It is used by the Meeting for other functions such as wedding receptions, and for the annual Strawberry Festival in June.

If your group uses the White House for classes, a reception or for an overnight stay, be mindful that you are sharing this space with the resident family and with first-day school classes. In addition to the items in the checklist for cleanup and departure you must also conform to the following:

1. Toys or other equipment in the classrooms must be returned to their normal storage places before you leave.
2. The White House has fire alarm and fire suppression [sprinkler] systems. The system may be activated manually by pull stations or automatically by smoke alarms. If the alarm sounds, immediately evacuate the building and let the resident and group leader determine the cause of the alarm. If it is determined to be a false alarm, they will call the fire department and cancel the call. The resident will reset the fire alarm system after the cause has been corrected. Do not leave open the fire escape door on the second floor at any time and make sure it is shut securely before you leave.
3. If your group slept in classroom areas, all your sleeping equipment and personal gear must be removed prior to 10:00 am on Sunday morning.
4. The first-floor doors are normally locked; be careful not to lock yourself out.
5. We have two showers, one in the basement of the White House and one in the basement of the Meeting House. Please leave these showers clean and the exterior floors dry after use.
6. The White House has a washer-dryer in the basement reserved for the resident that is not to be used by outside groups.

VIII. Access to the Buildings

Door keys will not be given to those using space at AFM.

Use of Adelphi facilities requires an AFM attender to unlock the building doors prior to the use and relock the doors afterward. Generally, there is no requirement for the AFM attender to remain present during the building use.

IX. Emergency Assistance Contacts

FIRE, POLICE, AND MEDICAL EMERGENCIES

Call 911 and tell the operator what the problem is. The operator will send help or tell you what to do.

If the fire annunciator or fire suppression system is activated, evacuate the building. Then call these three numbers in this order:

1. 911
2. Chillum Fire Department, 301-434-3435
3. ARK Systems, 410-997-0188 or 301-621-5736

Your location for the White House is
Adelphi Friends Meeting, 2303 Metzert Rd, Adelphi, MD 20783

Your location is for the Meeting House is
Adelphi Friends Meeting, 2301 Metzert Rd, Adelphi, MD 20783

ELECTRICITY PEPCO:

Power outages (877) 737-2662
Live wires down (202) 872-3432

GAS

The sulfurous smell of gas indicates immediate danger,
IMMEDIATELY EVACUATE THE BUILDING.

Then call

Washington Gas (703) 750-1400 or
(800) 752-7520

WATER

For emergency shutoff call Washington Suburban Sanitary Commission
(301) 206-4002

HEAT

The programmable thermostats should not be adjusted. Adelphi's Resident Caretaker will ensure that the heat is on for scheduled events. If there is no heat call either the Caretaker (301) 445-1114 land line or 413-247-9504 one of the emergency contacts whose information is posted on doors of both buildings.

Emergency contact information is posted on the bulletin board in the meetinghouse lobby, the fridge in the downstairs social hall, and in the White House: on the bulletin board in the first floor hallway, the second floor classroom door, and over the washer and dryer in the basement and in the boiler room.

The water shutoff valve in the White House is located in the basement on the right side of the room as you enter, just beyond the shower stall and in the meetinghouse is located in the social hall bathroom, to the left of the shower.

The electric breaker box for the White House is located in the basement, in the back right corner (as you enter the basement) paint closet and for the meetinghouse is located in the lobby just outside the bathroom closest to the meeting room and the social hall mop closet.

X. APPLICATION FOR FACILITIES USE [you may scan and sign this form and submit to schedule@adelphifriends.org; alternatively, cut and paste the Word version of this application into an email]

APPLICANT INFORMATION:

Applicant Name _____ Land line telephone _____

Email address _____ Cell _____ Text? (Y or No) _____

Do you have a contact at Adelphi Friends Meeting? Yes _____ No _____ Name _____

ORGANIZATION INFORMATION: If the applicant is an individual, skip to NATURE OF REQUEST section.)

Organization Name _____ Telephone _____

Organization address _____

Official Contact Person for organization if different from applicant _____

Contact Telephone _____ Contact Email address _____

Cell _____ Text? (Y or No) _____

Tax Identification Number of Organization _____

Purpose of Organization: Educational _____ Charitable _____ Religious _____

Is organization incorporated? _____

Is organization a non-profit [tax exempt under section 501(c)(3) of the Internal Revenue Code]? _____

NATURE OF REQUEST:

Day & Date of the activity: _____ Hours: From _____ To _____

Is this application for a one-time use? _____

If no, specify frequency and beginning and ending dates _____

Activity setup time begins at _____ Cleanup will take until _____

Is this applicant a first-time user of AFM's facilities? _____

How did you learn of AFM as a possible meeting place? _____

Purpose and nature of the activity _____

Approximate number of people expected to attend _____

Is an overnight stay requested? _____

Name of person responsible for overseeing activity _____

APPLICATION continued, page 2

Will an admission fee or donation be asked of participants? _____ Amount _____

Are deliveries and pickups of supplies and equipment being considered? _____ (This must be discussed with the Resident Caretaker or your contact at Adelphi.)

Is the activity to be advertised as a "public meeting?" _____

If yes, please explain _____

NOTE: No announcement or publicity shall be circulated that states or implies sponsorship of the program or activity by Adelphi Friends Meeting (AFM). The term Friends Meetinghouse and the address may be used only to identify the location of activities.

Will children be present when you use our facilities? Yes ____ No _____. If you answered yes, please explain what steps you have taken to prevent child sexual abuse, if applicable (for example, your organization has a child safety policy and you will be applying it, or the nature of the activity will be that no children are going to be alone with an adult). _____

Spaces Requested:

MEETING HOUSE:

- Meeting Room
- Basement
- Kitchen

WHITE HOUSE:

- Library
- Nursery
- Upstairs classroom

GROUNDS:

- Fenced playground
- Open field

FEES:

	A Cost	B No. days	C sub total = A x B
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Single building or room			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Up to 4 hours	\$60	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> More than 4 hours	\$120	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Kitchen also	\$30 additional	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Both buildings			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Up to 4 hours	\$90	_____	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> More than 4 hours	\$180	_____	_____

Kitchen also \$30 additional _____

TOTAL FEES =sum of C1-6 _____

Is Fee Waived? Quaker organization _____
Organization supported by AFM _____
Applying for waiver to Peace and Social Concerns Committee _____

I, the undersigned, apply for use of space in the Meeting House, White House, or grounds as detailed in this application. I have read this entire document containing Adelphi's facilities use guidelines and conditions, fee schedule, and application form and related liability forms and on behalf of myself and the above-named organization agree to abide by these policies if our application for use is approved.

Signed _____ Date _____

XI. Usage and Hold Harmless Agreement

I/We the undersigned authorized representative(s) of _____

(hereafter the "Organization") _____,

_____ shall be using the building and grounds of Adelphi Friends

Meeting (hereafter "AFM") from _____ to _____, 20____,

for the purpose of _____
hereafter referred to as the "Activity".

As part of the consideration for being allowed to use AFM's facilities, buildings and grounds as well as all appliances and fixtures in the Activity, I/we agree to indemnify and hold harmless AFM and its trustees, officers, employees, and agents against any loss, liability, cost, or expense, including, but not limited to, judgments, amount paid in settlement, and attorney's fees, incurred in the investigation of, defense against, and resolution of any claim for damages or restitution on account of bodily injury, personal injury, property damage or loss of property arising out of or resulting from the use of AFM's premises by us and our officers, employees, members, agents, vendors, and guests.

_____ (initial if applicable) I/We represent that our Organization has general liability insurance with _____
(name of company) with coverage limits of \$_____, in effect as of the date of the Activity. I/We agree to name AFM as an additional insured for the duration of our activity on our general liability insurance policy and shall provide proof of such additional insurance coverage to AFM prior to the date of the Activity.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Usage and Hold Harmless Agreement this ____ day of _____, 20_____.

Name Organization Name

Signature of authorized representative of the Organization

Title

XII. Checklist For Clean Up and Locking Up

Before you leave, prepare all the facilities you used for the next use.

- Close and lock all windows. Make sure no interior lights or fans are on.
- Unplug all the kitchen coffeepots and appliances, and turn off the burners, ovens, and faucets.
- Clean the kitchen and floors, as you would your own home. Brooms and mops are in the closet to the left of the kitchen; return them after use. Leave the dehumidifiers above the kitchen sink and at the rear basement door running.
- Wash and dry used dishes, pots, and pans, etc.
- Dry the silverware and return to serving-ware plastic containers.
- Wipe tables with sponges, soap, and water.
- Return tables and chairs to the positions where you found them.
- Put trash from both the kitchen and bathrooms in the dumpster in the parking lot. If your group used the grounds, check that all trash is picked up and deposited in the dumpster.
- If necessary, replace trash-can liners with new ones found in the kitchen.
- Make sure the entire building, including bathrooms, is empty of people before requesting that an AFM representative lock up. If you are not the last to leave, let those responsible for remaining activities know that you are leaving.

Please help us to make these facilities useful for the next users by completing the statements below.

We found the following items broken or not working: _____

The following supplies are needed, specify which rooms: _____

Your name and organization: _____ Date: _____

At the end of your event, please place this completed checklist in the mail slot of the White House or give it to the AFM representative.