



Meetinghouse Use Request Chestnut Hill Friends Meeting

100 East Mermaid Lane, Philadelphia, PA 19118
Phone: 215.247.3553 email: info@chestnuthillquakers.org

Name of Organization: _____ Mailing address: _____
Name of Contact: _____
Contact Telephone: _____
Contact email: _____

Space Requirement

Time for building access: from ____am/pm to ____am/pm Date(s) required: _____
Number of times of use: _____
Nature of the meeting: _____ Number of people expected: _____
Our group has liability insurance yes ____ no ____

Meetinghouse Use Expectations

- Do not smoke nor consume alcoholic beverages in the meetinghouse.
- Do not make a fire in the fireplace or use incense nor candles.
- Clean up after your group, including taking trash to the dumpster across the parking lot.
- Return the thermostats to our specifications if you change them.
- Return the key unless another event is scheduled within one month.
- Report all personal injuries and damages to property promptly.
- Do not bring animals to the meetinghouse unless they are assist dogs.
- Use your assigned room. Your function will be assigned a room when you make a reservation. However, you may be asked to use a different room if a conflict develops.
- Turn off all lights when you leave. The light on the back porch can be set with a timer so that you can see to get out of the building. The timer is to the right of the door to the large porch. Turn it to the right to the 5 or 10 minutes setting. You will hear a whirring sound when it is set.
- Lock the building when you leave. If you were not given a key, please lock all doors and leave the building by the door near the two restrooms. That door remains locked from the outside when opened from the inside. If you use the door, please test the knob to be sure that the door is locked; push the button on the side of the door if needed to get the door to lock.

Hold Harmless Agreement

I assume entire responsibility and liability for any and all damage or injury of any kind or nature to persons, whether employees or otherwise and to property, real or personal including adjoining property caused by or resulting from the use of the premises and facilities of the Chestnut Hill Friends Meeting ("the Meeting") and agree to indemnify, defend and hold harmless the Meeting, its agents or its employees from and against any and all claims, suits, actions, liability, loss, expense, damage or injury to persons or to property caused directly or indirectly by my group, its agents members, or employees or any and all persons acting in their behalf or under their supervision, whether direct or indirect.

I agree to comply with the Meetinghouse Use Expectations listed above and to the hold harmless agreement.

Signature
Print Name: _____

Title/relationship to organization

Your reservation will be put on the calendar AFTER we receive this completed, signed form. Payment for use of the space must be in the office before your event.