

## ATLANTA FRIENDS MEETING

701 W. Howard Avenue, Decatur, Georgia 30030 – (404) 377-2474

### GUIDELINES FOR ONE TIME USE OF THE ATLANTA FRIENDS MEETINGHOUSE

The building and grounds are the home of the Atlanta Friends Meeting and offer an opportunity to extend ourselves to others. We wish to support the endeavors of those who seek to live in peace and harmony with the natural world and all peoples inhabiting the earth. We strive to be attentive to the world around us and to follow the leading of the Spirit in all aspects of our lives.

**CONFIRMATION** of the times and dates of any scheduled events is the responsibility of the group requesting space. Reservations are confirmed when full payment is received. Full payment is required 30 days prior to the scheduled event.

**ARRIVAL AND DEPARTURE** of all persons involved in a scheduled event is honored only for the hours and days reserved. This includes all service personnel such as caterers and florists, who cannot be received earlier or later than the scheduled rental time and who will not be received if contact persons from the event are not available. Call the Office Coordinator at (404) 377-2474 if you cannot arrive and depart at the scheduled times.

**FINAL DEPARTURE** should take place on time and only after (1) a thorough clean up and trash removal have occurred and (2) the furniture is restored to its original arrangement. We often have cleaning crews or other groups scheduled after you therefore **any delay in leaving at the scheduled departure time will incur an additional charge of \$25.00 PER HALF HOUR.**

**LIGHT SWITCHES** for the Greeting Room are behind the single door leading to the Meeting Room; and for the Classroom Atrium in the laundry room behind the sliding door.

**CAUTION: More than one heavy load appliance (for example a coffee urn) plugged into an electrical outlet will trip the circuit breaker.** The breaker box is located in the hallway leading to the kitchen.

**CLEAN UP AND FURNITURE ARRANGEMENT** are responsibilities accepted by each group. Since many groups share the building, we ask that you do the following, when applicable:

- Wash, dry and put away all dishes. Refer to instructions posted on the cabinet.
- Remove your recyclables.
- Remove the trash from the building and grounds including the parking lot. Put all trash in the garbage dumpster that is located on the Meetinghouse parking lot. Replace trash bags in trashcans in kitchen and greeting room.
- Trash bags are in the kitchen in a lower drawer next to the location of the trash can.
- Sweep and/or mop up all spills. A broom and dustpan are near the laundry room in the Religious Education wing. A sponge mop is next to the refrigerator and a bucket is under the kitchen sink. Please rinse out mop and bucket thoroughly.
- Vacuum carpeted areas. Vacuum cleaner and extension cord are in the unlocked, northeast closet in the Meeting Room.
- Arrange the Meeting Room according to the diagram located on the inside of the closet door in the northeast corner of the Meeting Room.

**ITEMS AVAILABLE FOR USE** also includes:

- A wheelchair located in the single door entrance to the Meeting Room
- Chairs and pews located in the Meeting Room and classrooms and halls
- Folding tables located in the northeast corner closet of the Meeting Room
- Easels located in the single door entrance to the Meeting Room or in the northeast corner closet of the Meeting Room
- Coffee/Tea urns located in the kitchen for use in the kitchen and Greeting Room with only one appliance per electrical outlet in the kitchen

**IN CASE OF AN EMERGENCY DIAL 911.**

**Fire alarms** are located within the building and tripping them will summon the Decatur Fire Department.

**The nearest medical facility** is Dekalb Medical Center, 2701 North Decatur Road, Decatur, GA 30033, emergency department: 404-501-5350.

In case of emergency please also contact a representative of AFM. The emergency numbers are posted on the Meetinghouse office door.

**POLICY ENFORCEMENT –**

The policies below are critical to maintaining a safe, law abiding, and respectful environment. **The Friend in Residence is empowered to enforce these policies and to eject offending participants or terminate events as necessary to maintain order and compliance.**

**NOISE AND OFFENSIVE BEHAVIOR –** Participant behavior and the volume of music and noise affects the quality of life of the Resident Manager as well as other groups using the building. All groups using the building accept the responsibility for attention to the level of music and noise and the behavior of event participants.

**ILLEGAL DRUGS ARE PROHIBITED** and their use will not be tolerated and will result in immediate termination of the event.

**ALCOHOL USE** is accompanied by the responsibility and attention of the group. Alcoholic beverages are:

- Discouraged but not prohibited
- Served only to those 21 years and older
- Expected to be served and consumed in moderation
- Served with the understanding that the group will provide a safe ride home for anyone who should not drive.

Use of alcohol shall be in accordance with all applicable federal, state and local laws and regulations.

**A SMOKE-FREE ENVIRONMENT** is to be maintained inside the building. Smoking is limited to the back patio or parking lot. **There is no smoking at the front of the building.** Please ensure that all cigarette butts are safely discarded

**NO ANIMALS** (except utility dogs) are allowed in the Meetinghouse or on the grounds.

**LOCAL TELEPHONE CALLS** only may be made using the phone outside the kitchen.

**ALL CHILDREN** are welcome to participate in scheduled events. However, children under the age of 12 must be under the direct and constant supervision of a responsible adult and children must not be unattended inside or outside the building at any time.

**NON-DISCRIMINATION:** The Atlanta Friends Meeting does not intend to discriminate by race, color, ethnicity, country of origin, disability, or sexual orientation and expects the same of others while at this location.

**THE FRIEND IN RESIDENCE** is the on-site representative of the Meeting and is empowered by the Meeting to enforce the terms of the rental agreement. It is incumbent upon those visiting the Meetinghouse to respect the privacy of the Friend in Residence. The Friend in Residence is generally not available outside the hours of 9:00 a.m. to 9:00 p.m.

**ADDITIONAL INFORMATION** about the Religious Society of Friends (Quakers) and/or information about the Atlanta Friends Meeting are available on the table by the front entrance. Worship in the Meeting room begins each First Day (Sunday) at 10:00 a.m. and everyone is welcome.

**FEEDBACK IS ENCOURAGED** so that we may improve our opportunity to serve you.

Thank you for using the  
Atlanta Friends Meetinghouse!  
afmquakers@hotmail.com