

# Columbia Friends Meetinghouse Use Agreement

120 Pisgah Church Rd, Columbia, SC

Mailing address: Columbia Friends Meeting, PO Box 1832, Columbia, SC 29202  
(803)780-4197

Organization/Individual:	
Contact Person:	
Mailing Address:	Phone:
E-mail Address:	
Dates/Hours: (If single or up to three day use):	
Recurring Use Dates:	
Recurring Use Until When:	
Room(s) Reserved: <input type="checkbox"/> Children's Room <input type="checkbox"/> Meeting Room <input type="checkbox"/> Middle Room <input type="checkbox"/> Kitchen (may be shared with others using the building unless special arrangements are made.) <input type="checkbox"/> Bathroom for group with Outdoor Activities Only (Bathrooms are always available for people using the building, but may also be used for people on the grounds not otherwise using the building)	
Type of Activity:	

Estimated attendance:

(Separate arrangement for off-street parking must be made for attendance greater than 50. Contact [120pisgah@gmail.com](mailto:120pisgah@gmail.com) for details).

Suggested Donation: \$????.

My signature below indicates agreement to the guidelines on page 2 and affirmation that:

- 1. I am the contact person and will be responsible for the appropriate use of this building,***
- 2. This event is consistent with Quaker values of tolerance and respect for others.***
- 3. I will return the key to the meeting sponsor immediately after final building use.***

\_\_\_\_\_  
Building User Representative

\_\_\_\_\_  
Date

Columbia Friends Sponsor	Date
<hr/>	

## **BUILDING USE GUIDELINES**

**Please leave the building in the same or better condition than you found it.**

Columbia Friends Meeting commits to share our space with community groups. We reserve the right to displace groups from their meeting place or time in case of an unusual and important Meeting need. We make every attempt to avoid this and will give groups as much notice as possible if it is necessary.

- ☐ **No smoking or alcohol** is allowed anywhere in the building. Please avoid wearing perfumes.
- ☐ **Candles** allowed in drip-catching containers only.
- ☐ **Simultaneous Use of the Building:** Confine your event and participants to the space reserved for them and do not use other areas of the building. Simultaneous use of the building: Other groups may use other rooms in the building at the same time as your group and will also have access to the kitchen and toilets. People from the Meeting may be present on occasion to clean, do yard work or carry out Meeting-related tasks. We will do all we can to prevent any disturbance to your group. Please let us know if your group have any specific requests or concerns about this so we can work out a mutual solution. If you plan to have loud music or videos or other activities that would interfere with others using the building, please work out special arrangements with our sponsor. If the event will need to use a room or rooms in addition to that listed above, please arrange with the sponsor.
- ☐ **Parking:** The Meeting owns parking spaces in front of the Meeting house including one in front reserved for handicapped use, overflow parking available in the adjacent green-space.
- ☐ **Entry/Exit:** We will provide building users with a code for a key box located on the handrail to the kitchen entrance of the Meeting House. Inside that box is a key that will open the front, ramp, and kitchen door of the Meeting House. The key should be used to open and lock the door and should be left in the key box when you are done using the space. We reserve the right to change the key box code at any time for security purposes. We will do our best to advise groups of any changes in order to avoid any inconvenience.
- ☐ **“Rain Date”:** If circumstances beyond the group's control (such as extreme weather) require cancellation of a session(s), please contact the Scheduler to see if a “rain date” can be worked into the calendar.
- ☐ **Furniture:** We prefer that benches in the Meeting room not be moved without prior permission. Detailed instructions for replacing the Meeting Room benches are also provided on the wall of the meeting room. Other furniture that is used or borrowed from other rooms should be returned to their original place
- ☐ **Restrooms:** Please leave all restrooms as clean as you found them.
- ☐ **Other commitments:** We request that the signer either personally carry out the following responsibilities associated with the use of the Meeting House, or designate them to individuals in your group, so that the premises will be clean, secure, and in good order for the next user:
  - The building user may adjust heating or air conditioning as needed, but please return them to its original setting before leaving. To change the setting, open the cover of the thermostat to the right

side of the main Meeting room. Press the Up arrow ↑ to raise the temperature and the Down arrow ↓ to lower the temperature. Press RUN PROGRAM to return to the original setting.

- There is no smoking permitted in the building. We request that all users smoke only outdoors and that butts and other related litter be discarded in an ashtray or other designated container.
- Consumption of alcoholic beverages is not permitted on the premises.
- Please do not leave trash, food or dirty dishes.

- ☐ **Closing the building:** Front and back doors and *ALL* windows should be closed/locked, including bathroom windows. Lights should be OFF. Turn off all fan, vent and sound system switches in the Meeting Room.
- ☐ **Donations:** The suggested donation helps defray the costs of operating and maintaining the building. It is the user's option whether to pay this in installments or with one check or money order. Please send payment to the above address, marked "Attention: Treasurer." To ensure proper credit include your name and the organization name on your check.

**Social Hall and Kitchen Users:** Users of the building are welcome to use the kitchen, but please follow these guidelines:

- ☐ **Provide your own consumables:** coffee, sugar, cream, tea, etc. Coffee filters and cleaning supplies are provided.
- ☐ **If dishes/utensils are used,** please wash, dry, and return to their proper place. Do not leave wet dishes in the dish drain. Cabinets and drawers are clearly labeled with the proper location of dishes and implements.
- ☐ **Refrigerator:** Please do not leave food in the refrigerator, cabinets, or counters.
- ☐ **Surface cleaning:** sponge-wipe all counter tops, stove, and tables.
- ☐ **Sweep kitchen & dining area floors** when you are finished; mop any spills. (Broom and mop are stored in the hallway south of the kitchen).
- ☐ **TRASH/Recycling/Compost:** Please place empty rinsed plastic, glass, or metal beverage/other containers in the recycling bin. We do not have scheduled trash collection, please take trash bags home with you. There are containers for food waste in the kitchen for collecting compost. The compost can be deposited in the gray container behind the kitchen. Please dispose of coffee filters with the food trash.
- ☐ **RECYCLE:** please place clean paper/cardboard, glass jars and bottles, plastic bottles and tubs, & metal cans in the recycling bins in the kitchen or back hallway.
- ☐ **Kitchen Appliances:** Please double-check that the oven and all burners are turned OFF, and that the coffee pots and electric kettle are unplugged.
- ☐ Make sure faucets are turned off and cabinet doors are closed.

Thank you for your consideration of these guidelines.