

I. Protocol for response to a request from outside Meeting member/attender

1. A member or a regular attender or a committee of the Meeting is required to sponsor Meetinghouse usage.
2. A decision will be made by the Meetinghouse Usage Panel based on criteria included in this document.
 - a. Members from Building and Grounds, Ministry and Nurture and Peace and Social Concerns will select one member each to serve on the Panel.
 - b. Approval of a group's use of the building should be based on whether the group's goals and values are consistent with Quaker values as determined by the discernment of the panel.
 - c. The Panel will approve/disapprove usage unless the Clerk calls the Meeting to consider the Panel's decision.
3. Efforts should be made to respond to a usage request within a week.
4. The panel, at its discretion, will assure appropriate arrangements are made when youth are involved in events with the children's safety as an utmost concern.
5. The decision will be brought to the monthly meeting if the Panel cannot reach a decision in the manner of Friends to either approve or disapprove a use of the building.
6. Committees do not need to consult with the Panel but are urged to bring notice of an event to Meeting for Business. Committees will consult with the Meeting Google calendar before scheduling events.
7. The monthly meeting may change a decision of the Panel.

II. Logistics that involve opening, cleaning, closing, overnight, etc.

1. Cleaning and care of the building will be based on a list of 'to-do's' provided by the Building and Grounds Committee.
2. The sponsor will coordinate opening and closing the building and checking on clean-up and compliance with other requirements for use of the building.
3. Overnight stays will require an appropriate adult presence in the case of youth events.

III. Rental costs and usage information:

1. Groups using the building will help defray costs of maintaining the building: heat, air, lighting, cleaning, restrooms etc. so as to protect our already tight budget.
2. The Panel will set fees for each group based on seasonal utility rates, miscellaneous costs, and other scheduled users of the building. The Panel may consult with Building and Grounds Committee and the Treasurer as necessary to set fees without having to wait for approval at a future Meeting for Business.
3. User costs are not intended to be an income stream for the Meeting.
4. An approved group will be provided information specifying usage policy and fees/donations.
5. The approved group agree to pay for any repairs and cleaning needed as a result of using the building.

IV. Protocol for response to a request from meeting member/attender.

1. Three clerks of committees from Building and Grounds, Ministry and Nurture, and Peace and Social Concerns will be contacted to give approval to a "Friend" if the building use is not related to meeting activities or is not to be used for an informal activity.
2. The clerk of the meeting will be informed of the decision by the meeting member/attender.
3. The meeting member/attender will put the event on the meeting calendar so other events are not scheduled simultaneously.
4. The building will be returned to original state and cleanliness after use.

V. Any regular attender/member who wishes to use the building for informal activities may do so. The clerk of the meeting should be apprised of the use and the activity should be placed on the calendar so that other events are not scheduled simultaneously.