

Space Usage Policies (8-24-2014, 6-1-2016)

Berkeley Monthly Meeting of the Religious Society of Friends

Berkeley Society of Friends strives to use its Meeting House and Facilities in a manner that is consistent with Quaker values and provides a service to the community. We seek to share our space with other Quaker organizations and encourage activities that promote Quaker values. When not in use, Berkeley Society of Friends encourages not-for-profit and self-help organizations that are aligned with Quaker values to use our space. Use of facilities by individuals and other organizations will be considered according to the policies described below.

Availability of Space For use by Berkeley Society of Friends:

- Entire Meetinghouse (Meeting House, Library, Nursery, and Community Room) is reserved all First Day for use of Berkeley Society of Friends
- Meeting Library is available for Berkeley Meeting usage every weekday for Meeting Committee meetings, and other Berkeley Meeting functions.
- Saturdays—available for Berkeley Society of Friends to reserve Community Room, Meeting room and/or Library when not previously reserved. We will ensure that groups do not reserve every Saturday so that at least one Saturday a month will be able to be reserved for single events.
- Community Room is reserved 1 weekday/week for large Berkeley Society of Friends events

Usage

Meeting spaces can be used by Berkeley Society of Friends members, attenders and those not connected to the Meeting for the following types of activities: group meetings, retreats and conferences, birthday parties, weddings and memorial services

- The activity of any Meeting member or attender who requests either single or continuous use of Meeting facilities for that activity, without making a donation, must be sponsored by a Meeting committee.
- Other Quaker meetings or Quaker organizations may have one-time use of Meeting facilities without donation.
- To safeguard the Berkeley Society of Friends facility from fire risks, candles are only allowed if they are continuously attended. No other open flames are allowed.
- No tobacco or recreational drugs are permitted on the premises of the Berkeley Society of Friends property
- Noise should be limited; no noise or loud music is permitted before 8am or after 10 pm.
- Groups are expected to clean up after themselves after an event. Floors must be swept, surfaces cleaned, etc.
- Any gathering that includes children (in the Nursery or in other spaces) must have at least two adults present with the children at all times.

Donations

- No space use donation is expected for Berkeley Society of Friends sponsored events which are open to all Meeting members
- Berkeley Society of Friends seeks to encourage use of our space by not-for-profit organizations
- No donation will be asked for use of the Nursery if it is being used for an event elsewhere in the Building; donations will only be requested if it is being used on its own

- Principles for donations requested
 - We recognize that groups that use our facilities on a regular basis require less supervision/assistance than single time events and thus suggested donations for the space use are lower for regular (weekly/monthly) space use
 - Space use time: To simplify our space use schedule, reservations of space are made in block of time with a 2 hour minimum.

Berkeley Friends Meeting Space-Use Donations
(Nonprofit Organizations)

MEETING HOUSE & COMMUNITY ROOM DONATION	Base rate for up to 2 hours (\$)	Hourly rate for each additional hour (\$/hour)
COMMUNITY ROOM		
Regular	\$50	\$20
One Time / Periodic	\$60	\$25
Kitchen	\$25/meal	
MEETING ROOM		
Regular	\$36	\$14
One Time / Periodic	\$46	\$19

**BUILDING USE AGREEMENT
BERKELEY FRIENDS MEETING**

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Space requested

_____ *Meeting Room* _____ *Community Room*

Date requested

Time requested

Group Name

Address

Contact person's name and phone number

How did you hear about this space?

References

Guidelines for Use of the Building

Directions: Please read and initial each guideline below.

<i>Initials</i>	<i>Guidelines</i>
	1. Building use must be consistent with the principles of the Religious Society of Friends.
	2. Smoking, alcohol, and incense are not allowed in any of the buildings. Food and beverages are not allowed in the Meeting Room or Library. Candles or any open flame must be attended at all times.
	3. Building is available from 7:00a.m. until 10:00pm
	4. No parking is provided. Please use the driveway for loading and unloading only.
	5. Bulletin boards in the building are for the use of the Friends Meeting only. Please talk to the Resident Friend about displaying your literature. We can make the table in the entryway available upon request. Please remove your items when you are done.
	6. Please move benches only if necessary, as they are old. If they have to be moved, they must be returned to their prior location. Please use care in any moving.
	7. Please, do not use the name "Friends Meeting" in group advertising without prior authorization. Permission to use the building space does not imply endorsement of the group or its focus by the Berkeley Society of Friends.
	8. Groups using building are responsible for tidying up: <ul style="list-style-type: none">a. Trash, recycling, and bathroom compost should be taken out (trash/recycling/compost bins are located behind the Meeting House and new bin bags (black for trash, green for compost) are located in the bottom of each binb. Folding chairs should be returned to the closet in Community Roomc. Community Room floor should be swept using the dust mop (dust mop is in the utility closet)d. Your food needs to be removed from the refrigeratore. Lights and stove should be turned offf. Doors to outdoors should be locked

(over)

9. Safety: Our buildings are equipped with AED and First Aid supplies. At least one person in the renting group should have current First Aid and CPR training. Report any accidents or injuries to the Resident Friend.
10. Children must be accompanied by two adults at all times.

Insurance

For non-profit renters, we request that you provide us with a copy of your liability insurance listing *Berkeley Society of Friends* as the additional insured. Please attach a copy of your insurance to this form.

Deposit

We require a one-time deposit prior to the start of the rental period. The deposit (check only, please) covers lost key, site damage, and any egregious need for cleaning of the space. The deposit will be returned if/when the renter chooses to stop renting. Deposit amounts are as follows:

- \$50 for short rental (several hours)
- \$250 for day-long
- \$500 for week-long rental

Pricing

Space-use contributions help defray taxes, utilities, and custodial care of the building. Contributions are expected in advance of building use. Checks should be made payable to *Berkeley Society of Friends*.

Pricing for Rental Period

[This Box is for Office Use Only]

The undersigned has read and agrees to follow all guidelines. Undersigned also agrees to be responsible for any and all damages to property of *Berkeley Friends Meeting of the Religious Society of Friends* resulting from this use, and to assume full public liability while using the facilities. Undersigned will not state or imply in any publicity that Berkeley Friends Meeting is a sponsor.

Signature _____

Organization _____

Date _____

Please return a copy of completed agreement, with insurance copy and deposit attached, to Kylin Navarro prior to your rental start date. Copies can be mailed to or deposited in the mail slot of:

2153 Vine Street
Berkeley, CA 94709
(510) 843-9725