

Durham Monthly Meeting of Friends
404 Alexander Avenue
Durham, NC 27705

Agreement for Use

The Durham Monthly Meeting of Friends (“DFM”) agrees that

Organization Name: _____

Contact Name: _____

Address: _____

Telephones: _____ Email: _____

(“user”) may use its facilities as specified herein in accordance with the following dates, times, terms and conditions.

1. DFM Facility: _____

2. A. Date of One-Time Use: _____, **or**

B. Dates of Regular Use: From: _____ Until: _____

Frequency and Day of Week: _____

3. Time of Day Used: From: _____ AM / PM Until: _____ AM / PM

4. Use Fee: \$ _____ for each date of facility use payable in advance to Durham Friends Meeting.

5. Number of people expected: _____ per event. Refundable Deposit: \$ _____ payable in advance.

6. Type of Use Anticipated: _____

7. Notes and Exceptions: _____

8. All use of DFM facilities will be governed by the terms and conditions stated herein and also in the “User Information” document posted and down loadable on the DFM website or provided upon request.

- The use of tobacco, alcohol, or illegal substances and the carriage of firearms or weapons on the premises is prohibited.
- The use of open flames or incense is not allowed except by special prior arrangement.
- Any use request must be approved and payment made in advance as indicated on this signed Agreement form..
- Use fees are based on the standard period of usage of up to four (4) hours or at an “all day” rate.
- User is expected to use only that part of the facilities which has been reserved. Use of other facilities will result in additional fees.
- Unusual or heavy use of the facilities will involve a cleaning or restoration fee which will be deducted from the deposit.
- User is normally expected to arrange chairs and tables and to return them to their original order before leaving.
- User hereby agrees that, pursuant to this Agreement if DFM facilities or furnishings are damaged or missing, user will be liable and responsible for the costs of repair or replacement as deemed necessary by DFM.
- Agreements for regular use will be reviewed annually or at any time for cause for cancellation or renewal.

The terms and conditions of this Agreement for Use specified above are accepted by:

User: _____

Durham Monthly Meeting of Friends

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____