

Durham Friends Meeting Facility Use Policy

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rev. 10/9/05

This Policy is intended as guidance for those involved in arranging for use of Meeting facilities at the 404 Alexander Avenue campus. This Policy was approved by the Meeting on 03/13/2005 and will be up-dated as necessary.

I. Facilities

A. The Meetinghouse

1. Worship Room
2. Fellowship Hall and Kitchen
3. Library/foyer

B. Original Meetinghouse

1. North Room
2. South Room
3. Kitchen

C. Early School Classroom Building (Meeting Use Only)

D. Playground Facility and Yard Space

II. Approval For Use

A. Priority Rankings

Priority 1.

Our facilities are available first for Meeting worship, Meeting committees and business meetings, and for members and attenders as they specifically engage in the ministries of the Durham Friends Meeting both to each other and the world at large. Meeting events, such as marriages under the care of the Meeting, memorial meetings scheduled by the Meeting, and other Meeting-sponsored celebrations or events are also included. Friends involved in such work of the Meeting should communicate with the Meeting Scheduler to be certain that no conflicts occur.

Priority 2.

When Meeting facilities are not needed for Meeting use, they may be scheduled for use by individuals and non-profit charitable, religious, or educational community groups in the following priority. A use fee will apply.

1. Religious gatherings, weddings, and memorial services
2. Educational programs of an appropriate religious, spiritual, or civic nature
3. Business or committee meetings of charitable, religious, or educational groups
4. Fund raising events for recognized charitable purposes
5. Private events (showers, celebrations, etc.) for Meeting members or regular attenders that do not involve any business or profit motive or represent inappropriate organizations or uses.

Priority 3.

If not scheduled for the first two priorities, appropriate private functions and for-profit activities may be scheduled. Such events (or the first in a series of events) may not be scheduled more than 8 weeks in advance. A for-profit activity is any use by a for-profit business or any event where any items are sold or bartered (except for charitable fund raisers) or where the total fees collected from participants exceeds the cost of the event or is designed to cover a fee or payment representing income to a speaker, instructor, facilitator, or organizer. Those wishing to use the facilities for such purposes will be charged a higher fee than Priority 2.

B. Appropriate Uses of Meeting Facilities

The Meeting reserves the right to reject or withdraw the use of its facilities for any purpose that it judges to be contrary to the historic testimonies of Friends or incompatible with Quaker spiritual teachings. In particular the Meeting is clear that the use of tobacco products and alcohol is not appropriate at our facilities and likewise the use of any illegal or intoxicating drug. As a religious and practical matter, the Meeting does not allow the presence of firearms, explosives, or dangerous weapons on our property. Additionally, for reasons of fire safety in our buildings and to accommodate those who may be medically sensitive to chemicals or smoke, we will not allow the use of open flames, the burning of incense, or the use of flammable, harsh or dangerous chemicals.

C. Meetinghouse Scheduler

1. The Scheduler should schedule the use of Meeting facilities in accordance with policies in Section II, III, and IV of this Facility Use Policy. The Scheduler will be the primary contact for all potential “outside” users inquiring to use Meeting facilities.
2. If the Scheduler has any questions as to proper interpretation of the policy with regard to any potential user, the Finance Committee should be consulted before scheduling the user.
3. If the Finance Committee is unable to consider a user request in a timely fashion, the Scheduler should ask the Clerk of Meeting to provisionally approve a request.
4. The Scheduler should make arrangements as necessary for the user to obtain appropriate access to the scheduled Meeting facility.
5. The Scheduler should assure that any Priority 2 or 3 user has read and agreed to the “Agreement for Use” document (and tendered a signed copy) and made arrangements to pay any fees due.
6. The Scheduler should be in touch as necessary with the Building Maintenance Committee to ensure that facilities are ready for users.
7. The Scheduler should review every 12 months Priority 2 or 3 users who use Meeting facilities on an ongoing basis.
8. Before approval, the Scheduler should refer to the Finance Committee any requests from Priority 2 or 3 users which involve publicized events open to the general public.
9. The Scheduler shall maintain a written or computer-generated log indicating the details of the Meeting facilities schedules.

D. Finance Committee Oversight

1. The Finance Committee shall be available to the Meetinghouse Scheduler to assist in interpreting policy on facilities use questions.
2. The Finance Committee shall meet semi-annually (or more often at the Scheduler's request) to review details of Meeting Facilities use and users.
3. The Finance Committee shall refer to Business Meeting any policy issues that need to be clarified or updated.
4. The Finance Committee will periodically review the schedule of fees charged to users to be sure that it is up to date and appropriate to the kinds of use experienced at the Meeting.

III. Scheduling Assumptions

A. The Meeting reserves all-day first day and fourth day evenings for its own use. Any request by a Priority 2 or 3 user for these times will be considered only on a case-by-case one-time basis. Care will be taken to be sure that any such events scheduled simultaneously with worship (early on first day or evenings on fourth day) can be held quietly with appropriate arrangements made for ingress and egress and appropriate notifications given.

B. Unless otherwise specified as a lesser period of time, the standard period of use is 4 hours. Any period of use over four hours will be considered at an “all day” rate.

C. Users will be expected to use only that part of the facilities that they have formally reserved. Users will be expected to arrange furniture themselves and to return it to the original order before leaving. The Scheduler may decide to honor a request for specific furniture arrangements, but only if, in his or her judgment, it is feasible to conveniently arrange. Users will sign the “Agreement for Use” document and are responsible for any damage or missing property.

D. Priority 2 or 3 users who regularly use Meeting facilities, shall have their use privileges reviewed at least every 12 months for renewal or cancellation.

IV. Fee Schedule

A. Establishment of Fee Schedule

The following fee schedule for the use of Meeting facilities by Priority 2 or 3 users is approved by Business Meeting. It will be reviewed by the Finance Committee on an annual basis or sooner if necessary and recommendations for change forwarded to Business Meeting for approval.

B. Application of the Fee Schedule

It is recognized that it will not always be easy to cleanly prioritize outside users. The Scheduler may quote an appropriate rate to a potential user, but may always consult the Finance Committee to establish the proper priority (and use rate) if there is any unclarity or confusion. In some cases the priority of a user may change over time and the Scheduler and Finance Committee should be alert to such changes.

C. Exceptions to the Fee Schedule

Standard exceptions to the fee schedule will be as follows, but are subject to review. Use fees will be waived, or an alternative fee of \$1.00 per person attending may be applied at the discretion of the Scheduler, if appropriate, for the following types of uses.

1. Organizational meetings of like-minded non-profit religious, service, or civic groups who do not yet have any funds.
2. Occasional board meetings or committee meetings of like-minded non-profit religious, service, or civic groups whose board or committees do not operate with a budget.
3. Board or committee meetings of religious, service, or civic groups of which the Durham Friends Meeting is an official member as established by Business Meeting.
4. Service projects or personal services provided by groups of which Durham Meeting is an official member and a participant in such services as authorized by Business Meeting.
5. Projects, meetings, presentations, or events held by like-minded non-profit religious, service, or civic groups that are co-sponsored by Durham Meeting or a committee of the Meeting.

If it is determined that a user has a heavy impact on Meeting facilities or resources, a higher fee may be assessed.

D. Regular Users

If a Priority 2 or 3 user agrees to use a Meeting facility on a regular and repetitive basis, the Finance Committee may consider a discount to the published fee schedule if asked.

E. Fee Schedule (rev. 10/9/05)

	Priority 2		Priority 3	
	4-hr	All-Day	4-hr	All-Day
Meetinghouse Facility (New)				
Worship Room	\$50	\$90	\$120	\$200
Fellowship Hall	\$30	\$50	\$80	\$120
Fellowship Hall and Kitchen	\$45	\$80	\$100	\$180
Entire Meetinghouse	\$90	\$150	\$180	\$250
Original Meetinghouse				
South Room or North Room (each)	\$15	\$25	\$25	\$40
South Room and Kitchen	\$20	\$35	\$35	\$50
Entire Original Meetinghouse	\$30	\$50	\$60	\$85