

User Information

DURHAM FRIENDS MEETING FACILITIES

Draft: 01/19/05

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I. FACILITIES

- A. The three buildings of the Durham Friends Meeting (DFM) campus are arranged in a “C” shape around a central courtyard and playground.
- B. The MEETINGHOUSE is the large two-story brick and cedar shake-sided building at the rear (west side) of the campus. It features the following spaces:
 1. A WORSHIP ROOM: This nearly 40x40 ft room is appropriate for large meetings and music recitals. It features wood floors, large windows and four symmetrical sloped ceilings leading up to a central lantern skylight. It is furnished with cushioned chairs and can seat up to 150 people.
 2. A FELLOWSHIP HALL: This large multipurpose room is appropriate for events involving food and drink, meetings requiring tables and chairs, or any activity (e.g., yoga or other movement) requiring a large wooden floor space. It features large windows, a full kitchen and a nursery area. It can accommodate over 100 people.
 3. A LIBRARY/FOYER space: This semi-private space featuring a small table and chairs is suitable for informal meetings of four or five people.
- C. The ORIGINAL MEETINGHOUSE is the small older brick building located closest to the street, toward the front (east side) of the campus. It features one 20x40 ft room with adjoining kitchen facility, and will soon be renovated for use as youth classroom space.
- D. The EARLY SCHOOL CLASSROOM BUILDING is the cedar shake-sided building located between the other two buildings, on the north side of the campus.
 1. It is not normally available for non-DFM use.
 2. Daytime users of other DFM facilities should be aware that Carolina Friends School operates an Early School in this building. Children will be using the playground during school hours, so you should expect the noise and activity of preschoolers outside.
- E. PARKING
 1. Parallel parking is available along Alexander Avenue in front of the Meetinghouse.
 2. The small parking lot to the right in front of the Youth Classroom Building is for the use of Carolina Friends School, Monday through Friday, 8:00am to 5:00 pm. Please refrain from using it during these hours.
 - EXCEPTION: The two handicapped spots in that parking lot are available any time of day to those who need them.
 3. The north (right, as you enter) side of the parking lot located downhill (south) of the Durham Friends Meeting campus is always available for DFM facility users. Please refrain from parking on the south (or left) side, as this is reserved for Ronald McDonald House.
 4. The Duke University parking lots across the street may be used on weekends.

II. USING THE MEETINGHOUSE

A. WHEN YOU ARRIVE

1. Access

- a. Approach this building from the central courtyard, either by the ramp or the front porch stairs. Enter through the double-door main entrance at the top of the porch stairs. Do not attempt to enter this building from the lower floor.
- b. To the right of this main entrance is a lock box which contains a key. Consult with the DFM Scheduler for the code to access the key. You are responsible for this key, and must return it to the lock box before you leave the Meetinghouse. (Note that the key is attached to the front plate of the lockbox, which detaches from the rest of the lockbox once it is open.)

2. Climate Control

- a. There are two pairs of thermostats: one on the north wall of the Worship Room; one on the east wall of the Fellowship Hall.
- b. If the temperature is not what you desire, push the round "override" button below the arrow buttons once. This changes the thermostat to an "occupied" setting for one hour. You can repeat this for each thermostat for every hour you are using the facility.
- c. Before opening windows, turn off all thermostats in that area:
 - press the MODE button until the OFF icon appears
- d. Do not open the thermostat panel or otherwise try to reprogram the thermostat. Please do not change the setting for the thermostats in any part of the building you are not using.
- e. For further thermostat details, see the DFM use manual located in the right-most kitchen drawers.

3. Hot Water

- a. If you will need hot water, turn the water heater on half an hour before use.
- b. The switch is in the kitchen, just above and to the right of the sink.
- c. You are responsible for turning off the water heater before you leave.

4. Water Fountain – If you desire, plug in the water fountains located in the foyer.

5. Phones – There are phones in the kitchen and the library.

B. WHILE YOU ARE HERE

1. Please respect this Meetinghouse as a place of worship, refraining from activities that are unsafe or inconsistent with the basic moral precepts espoused by Friends. In particular, note that Friends have a historic testimony against the use of tobacco, alcohol and other recreational drugs. We expect that there will be no use of these substances in the Meetinghouse.

2. Furniture

- a. Typical arrangement
 - Worship Room: 125 cushioned chairs arranged in a centered symmetrical pattern
 - Fellowship Hall: 8-12 six-foot tables with chairs
 - Library: One small table with three or four chairs

- b. Normally, you are responsible for arranging tables, chairs or open space for your own use. You are also responsible for restoring the original arrangement before you leave. (You may request – but are not guaranteed -- a particular arrangement of tables or chairs if you do so well in advance.)
 - c. If stacking cushioned chairs in the Worship Room, notice the clear plastic button on the inside of each chair leg. When stacked correctly, the plastic buttons rest on the edge of the chair below, so that stacks remain upright and metal does not scratch metal. Cushioned chairs may be stacked five high at most.
 - d. Please do not drag chairs or tables across the wood floors.
3. Kitchen Use
- a. You must arrange for kitchen use ahead of time, for which there is an additional fee. This allows you use of oven, stove, microwave, refrigerator and all other kitchen functions. Please note that refrigerator use is limited to the day of the event only, unless special arrangements are made in advance.
 - b. Dishes, cookware, utensils, cleaning supplies and other kitchen items can be found in the kitchen cupboards and pantry. Ask the DFM Scheduler if you have any specific needs or questions.
4. Supplies
- a. In case of cleaning emergencies, brooms, mops and other cleaning supplies are located in the closet next to the kitchen.
 - b. Extra bathroom supplies are located in the closet next to the kitchen. If any supplies are running low, please inform the DFM Scheduler.
5. Safety and Security
- a. Firearms, weapons, toxic chemicals and illegal substances of any kind are not allowed in the Meetinghouse.
 - b. Burning of candles, incense or any other substance is not allowed in the Meetinghouse except by special arrangement.
 - c. If fire or smoke alarms sound, all users must leave the building immediately. Once you are sure everyone is safe, notify the fire department (if appropriate) and the DFM Scheduler.
 - d. Please do not attempt to open any locked closets, cabinets or doors. Please also note that the first (ground) floor is off-limits to outside users.

C. WHEN YOU LEAVE

1. Furniture

- a. Please restore chairs and tables to their original positions, unless you have arranged otherwise. A diagram showing a typical Meeting for Worship arrangement can be found in the rightmost kitchen drawers.
- b. Please do not drag chairs or tables across the wood floors.

2. Cleanup

- a. Vacuum or sweep floors, if necessary, and scrub up any spills. You will find a vacuum and cleaning supplies in the closet next to the kitchen.
- b. Wash any dirty dishes or utensils by hand, unless you have made special arrangements to use the DFM dishwasher, in which case someone from Friends Meeting will assist you. Spread out damp dish towels.
- c. Wipe sink and counters with a damp cloth or sponge.
- d. If wastebaskets are full or have food waste, take trash to the wheeled trashcans in the gated area behind (north of) the Early School Classroom Building. Replace with new wastebasket liners, found underneath the kitchen sink.
- e. Take away everything you brought with you, including refrigerator items.

3. Closing procedure

- a. See the closing procedure posted next to the front door, and follow all instructions there, including:
 - Stove, oven, water heater off
 - Water fountains unplugged
 - Thermostats on default settings. If you have opened windows, close them, and turn the thermostat back on by opening the cover and pressing the MODE button until the "Program On" icon appears.
 - Lights off (both inside and outside)
 - All windows closed and latched
 - All external doors locked (see closing guide by door for details)
- b. Return the key to the lockbox by the main entrance. You will have to re-enter the code into the front panel of the lockbox (attached to the key) in order to re-insert it (bottom end first) into the lockbox and close it.

- D. If facilities are not clean or functional, or if you have any other questions or concerns, please call the DFM Scheduler.

III. USING THE ORIGINAL MEETINGHOUSE

A. WHEN YOU ARRIVE

1. Access
 - a. Consult with the DFM Scheduler to obtain the key.
 - b. The main entrance to this building is through the left (south) door on the Alexander Avenue (east) side. There is a light switch just inside to the left.
2. Climate Control
 - a. Heating
 - The thermostat is in the kitchen beside the door to the closet.
 - In mid-winter, plan to arrive early to turn up the heat, which is normally set low.
 - Be conservative in use of heat (no more than 70 degrees, please) and try to keep doors and windows closed as much as possible.
 - b. Cooling
 - The building is not air conditioned
 - There are two ceiling fans which can be turned on with pull cords
 - Windows may be unlocked and opened for cross-ventilation
 - Outside shutters may be closed to block the sun.
3. Hot Water -- If you will need hot water, turn the water heater on half an hour before use.
 - The switch is marked in the breaker box above the stove.
 - You are responsible for turning off the water heater before you leave.

B. WHILE YOU ARE HERE

1. Please refrain from activities that are unsafe or inconsistent with the basic moral precepts espoused by Friends. In particular, note that Friends have a historic testimony against the use of tobacco, alcohol and other recreational drugs. We expect that there will be no use of these substances in the building.
2. For safety reasons, you are not allowed to use the fireplace, unless you have received specific permission and instructions in advance.
3. Furniture
 - a. Normally, you are responsible for arranging chairs or other furniture for your own use. You are also responsible for restoring the original arrangement before you leave. (You may request – but are not guaranteed -- a particular arrangement if you do so well in advance.)
 - b. This building has no large tables and a limited number of chairs. If you require tables or a large number of chairs, you should consider the Meetinghouse Fellowship Hall instead.
4. Kitchen Use – Minimal kitchen supplies can be found in the kitchen cupboards and pantry; otherwise, you are expected to furnish your own. Ask the DFM Scheduler if you have any specific needs or questions.

5. Safety and Security
 - a. Firearms, weapons, toxic chemicals and illegal substances of any kind are not allowed in the building.
 - b. Burning of candles, incense or any other substance is not allowed in the building except by special arrangement.
 - c. If fire or smoke alarms sound, all users must leave the building immediately. Once you are sure everyone is safe, notify the fire department (if appropriate) and the DFM Scheduler.
 - d. Please do not attempt to open any locked closets, cabinets or doors.
 6. Supplies
 - a. Extra bathroom supplies are located in the overhead cabinet in the men's restroom, and in the sink cabinet in the kitchen.
 - b. If any supplies are running low, please inform the DFM Scheduler.
- C. WHEN YOU LEAVE
1. Furniture -- Please restore chairs to their original positions, unless you have arranged otherwise.
 2. Cleanup
 - a. Vacuum or sweep floors, if necessary, and scrub up any spills
 - b. Wash, dry and put away any dishes, cookware or utensils you have used. Spread out damp dish towels.
 - c. Wipe sink and counters with a damp cloth.
 - d. If wastebaskets are full or have food waste, take trash to the wheeled trashcans in the gated area behind (north of) the Early School Classroom Building. Replace wastebasket liners (lower right door of kitchen sink cabinet).
 - e. Take away everything you brought with you.
 3. "Last One Out" Checklist
 - a. Windows closed and latched
 - b. Thermostat down to 50 degrees.
 - c. Hot water heater off.
 - d. Toilets not stuck in filling mode.
 - e. Fireplace doors and door vents closed, fireplace fan on automatic.
 - f. Ceiling fans off.
 - g. Lights off (inside and outside)
 - h. All three doors are locked.
 - i. Key is returned to its proper location.
- D. If facilities are not clean or functional, or if you have any other questions or concerns, please call the DFM Scheduler.