

LONDON GROVE MONTHLY MEETING

Application for use of the
Meeting house and/or grounds

_____ is/are requesting to use the
(Name of person or group)

facilities of London Grove Meeting on _____ (day of week) _____ (date)

during the hours of _____ (from – to)

for _____

(description of the activity)

Specific facilities to be used (check):

_____ Meeting room

_____ Social room

_____ Kitchen

_____ Other, please specify

_____ Nursery

Kindergarten rooms and equipment and AFSC clothing room may not be used.

Number of persons attending: _____

Name, address and telephone of person(s) responsible:

Name of London Grove Monthly Meeting member or regular attender who will be present at the event:

We have read the London Grove Monthly Meeting statements on policy, process and conduct and agree to them:

Signed: _____
(Name of person responsible)

Date: _____

London Grove Monthly Meeting Policy on The Use of the Meeting House and Grounds

POLICY: The building and grounds of London Grove Monthly Meeting are available for use by persons and groups whose principles, aims and activities are consistent with the practice and testimonies of the Religious Society of Friends and respectful of the historic and spiritual character of the premises and especially of the main meeting room. Activities of a partisan political nature, of groups inconsistent with any of our testimonies ("Peace," for instance) and of a purely commercial nature will not be considered. Particularly welcome are activities which are uplifting to the community whether spiritually, culturally, or educationally.

Activities in the main meeting room are limited to spiritual, cultural, and educational events and to meetings in which the decorum appropriate to a place of worship is observed. In all cases, the meeting room must be respected and honored.

A London Grove Monthly Meeting member or regular attender will act as a "Friendly Presence" for outside groups except in the case of groups which have used the meeting house in the past and are familiar with its maintenance.

The use of alcohol, illegal drugs, or tobacco in the meeting house or on the grounds is prohibited.

PROCESS: The persons or groups wishing to use the premises may obtain an application from the keeper of the calendar, the clerk of the meeting, or the table in the meeting foyer. Except for memorials/funerals, application should be made at least two months in advance. The application should identify the person responsible and the London Grove member or attender who will be present.

The completed application should be forwarded to the keeper of the calendar who may refuse the application if the requested time is already scheduled (in which case the application may be resubmitted for another time), or if it is for a group or activity which is obviously inappropriate, or if the application may be incomplete in any way. In other cases, the keeper will forward the application to monthly meeting clerk for consideration at the next regular monthly meeting for business (the first Sunday of each month). Applicants will be notified of meeting action by the clerk, assistant clerk, or keeper of the calendar within a few days. In extreme emergencies, requests may be brought by the clerk or calendar keeper to meeting for consideration by members in attendance at the rise of meeting for worship on first day.

When conflicts in scheduling arise, the following order of precedence will be observed: 1. Meeting for Worship. 2. Memorials/funerals. 3. Regularly scheduled Kindergarten activities. 4. Regularly scheduled London Grove Monthly Meeting meetings and activities and activities under its care. 5. All other activities.

CONDUCT OF THE EVENT: The persons or groups using the premises are responsible for returning them to their original condition: kitchen utensils washed, stove turned off, kitchen and other areas cleaned, furniture and other objects returned to their original places, trash removed, lights turned off, thermostats turned down, doors closed, etc.

During the event, children should be supervised. All kindergarten rooms and equipment and the AFSC clothing storage room may not be used. Playground equipment may be used with supervision at your own risk.

The keeper of the calendar, the caretaker, and/or the London Grove Meeting member or regular attender who is acting as a Friendly presence should report any problems to the clerk for the information of monthly meeting.

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CONTRIBUTIONS: Contributions toward the expense of the upkeep of London Grove Meeting will be gladly accepted. Applicants should, when considering the amount of such donations, take into account the extent of use of electricity, heating, kitchen facilities, etc., the number of persons in their group, the length of time used, seasonal care of the premises such as mowing or snow removal; as well as the general repair and maintenance of the building and grounds.

Suggested contributions:

Weddings, Reunions. etc	Without kitchen	\$100 - \$150
	With kitchen	\$175 - \$225
Other short-term events	Without kitchen	\$1 per person
	With kitchen	\$2 per person

If the activity generated income, some addition to the above would be appropriate.

Contributions may be paid to London Grove Monthly Meeting and given to the keeper of the calendar or the London Grove presence who will forward them to the LGMM Treasurer. The Treasurer will provide an annual report to the meeting of what groups used the meeting and the total contributions made.