

## OLD CHATHAM MONTHLY MEETING (OCMM)

### OCMM Lease Policy

Refer to document “Contract for Use of the Meetinghouse” for current rates. For purposes of these policies, an OCMM member or attender is defined as anyone listed in the current OCMM directory. The Welcoming Committee will review all requests to rent and process them, if approved.

The Meetinghouse is owned and maintained by OCMM for the purpose of providing a home for OCMM worship and related activities. “Related activities” refers to committee meetings, youth group meetings and adult group meetings, religious or social, organized and sponsored by recognized OCMM committees or groups. There is no charge for the use of the Meetinghouse for these activities.

The Meetinghouse is also available for use at no charge to other Quaker organizations such as NYYM, FGC, and Powell House. A security deposit *and* certificate of insurance may be required for events not sponsored by OCMM. Some events may require a host fee. The security deposit will be held and not deposited until after the event at which point it may be returned.

Certain other groups may reserve and use the Meetinghouse at no charge if:

- the group’s focus is a concern shared by OCMM *and*
  - an OCMM committee agrees to sponsor the group and agrees that at least one member of the OCMM sponsoring committee will be present at the Meetinghouse during the group’s activity.
- The groups covered under this paragraph are required to pay a security deposit.

OCMM members and regular attenders, as well as other Quaker organizations, may rent the Meetinghouse for non-OCMM events. These uses include weddings, birthday parties, anniversaries, memorial services for non-OCMM members/attenders, etc. (Memorial services for OCMM members and attenders are official OCMM worship services and not subject to any charges, nor are weddings held under the care of OCMM.)

Other groups whose purposes are not in conflict with Quaker beliefs may rent the Meetinghouse. It is understood that should there be questions about the acceptability of a potential renter, the decision will be referred to the Welcoming Committee; should that Committee not reach clearness on acceptability, it will refer the decision to OCMM Meeting for Business.

Acceptable groups may choose to enter into a lease, whether annual or short-term, with OCMM to use the Meetinghouse on a regular basis. Any changes to defined lease dates must be made at least one week in advance.

All lessees and renters are allowed passage through the Greeting Room which is shared space. Only lessees or renters that also rent the Kitchen are allowed to set up tables, displays or other objects in the Greeting Room.

The Meetinghouse is not available for rent prior to 3:00 PM on any First Day, as those times are reserved for worship and Meeting activities.

There must be a minimum of 2 hours between major events to allow for renters to clean up and restore the Meetinghouse to its original state. Non-major events, such as a yoga class, may require less time. Any perishable items left behind become the property of OCMM.

**A SMOKE-FREE ENVIRONMENT** is to be maintained in all outside areas as well as inside the building.

**ALCOHOL AND ILLEGAL DRUGS ARE PROHIBITED.** Their use in outside as well as inside areas will not be tolerated and will result in immediate termination of the event.

**CHILDREN** are welcome to participate in scheduled events. However, children under the age of 12 must be under the direct and constant supervision of a responsible adult and children must not be unattended inside or outside the building at any time.

**CONFIRMATION** of the times and dates of any scheduled events is the responsibility of the group requesting space. Reservations are confirmed when full payment is received and the contract is signed.

**ARRIVAL AND DEPARTURE** of all persons involved in a scheduled event should take place only during the hours and days reserved. This includes all service personnel such as caterers and florists, who cannot be received earlier or later than the scheduled rental time and who will not be admitted if contact persons from the event are not available.

When preparing to leave the building, do a thorough walk through of the building making sure that all windows in the areas to which you have had access are closed and locked and that all doors leading to the outside are also closed and locked.

**ITEMS AVAILABLE FOR USE** include:

- Chairs and benches located in the Meeting Room, First Day School room, and Greeting Room; folding tables, and easels
- Coffee/Tea maker located on kitchen pass-through. Donations are welcome for makers of coffee or tea.

**FINAL DEPARTURE** should take place on time and only after thorough clean up and trash removal have occurred and the furniture is restored to its original arrangement. SEE CLEAN-UP CHECKLIST FOR RENTERS.