

# Multnomah Monthly Meeting Of the Religious Society of Friends

4312 SE Stark, Portland OR 97215  
503-232-2822 or [hearthkeeper@multnomahfriends.org](mailto:hearthkeeper@multnomahfriends.org)

## MEETINGHOUSE USE AGREEMENT

Organization/Individual:

Contact Person:

Mailing Address:

Phone:

E-mail Address:

Dates/Hours:

Room(s) Reserved:

Type of Activity:

Estimated attendance:

(Separate arrangement for off-street parking must be made for attendance greater than 50. Contact [hearthkeeper@multnomahfriends.org](mailto:hearthkeeper@multnomahfriends.org) for details).

### Fee:

(make checks payable to **Multnomah Monthly Meeting**).

Other: \$50 key deposit required

Please write a separate check for this deposit. It will be destroyed or returned to you when the key is returned.

My signature below indicates agreement to the guidelines on page 2 and affirmation that:

- 1. I am the contact person and will be responsible for the appropriate use of this building,*
- 2. This event is consistent with Quaker values of tolerance and respect for others.*
- 3. I will return the key (# ) through the mail slot immediately after final building use.*

\_\_\_\_\_  
Building User Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Multnomah Friends Hearthkeeper

\_\_\_\_\_  
Date

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*for Hearthkeeper use only:*

Amount paid:

Date Received:

- Check  
 Cash

## BUILDING USE GUIDELINES

**Please leave the building in the same or better condition than you found it.**

- No smoking or alcohol** is allowed anywhere in the building. Please avoid wearing perfumes.
- Candles** allowed in drip-catching containers only.
- Renters will confine their event and participants to the space reserved for them and will not use other areas of the building.
- No food or drink will be taken upstairs,** other than water.
- Furniture** and other items that are moved must be *returned to their original places*.
- Restrooms:** Please leave all restrooms as clean as you found them.
- Music:** Keep volume low; *no drums or loudly amplified music*, no music after 10 p.m.; *windows must be closed* while music is played.
- Hours:** please vacate by 11 p.m., and keep in mind this is a residential neighborhood.
- Closing the building:** Front and back doors and *ALL* windows should be closed/locked, including bathroom windows. Lights should be OFF. Turn off all fan, vent and sound system switches in the Meeting Room.
- Payments** are due at least two weeks in advance. To ensure proper credit include your name and the organization name on your check. One week cancellation notice required for full refund; 50% refund with less than a week's notice, up until the day of the event.

### Social Hall and Kitchen Users:

- Renters must provide their own consumables: coffee, sugar, cream, tea, etc. Coffee filters and cleaning supplies are provided.
- Wash all dishes using three steps:** 1) warm soapy water, 2) clear water rinse in middle sink, 3) bleach-water rinse (1 Tablespoon liquid bleach to 5 gallons of lukewarm water).
- Dish drying:** leave dishes to air dry on wall-mounted wooden racks and put flatware in containers on the drain board.
- Surface cleaning:** sponge-wipe all counter tops, stove, and tables.
- Sweep kitchen & dining area floors** when you are finished; mop any spills. (Broom and mop are stored in the hallway south of the kitchen).
- TRASH:** Remove all trash from the kitchen receptacles to the green garbage bins outside the back door; place new plastic liners (stored in lower cupboard to the left of the fridge) in the kitchen trash cans. There are containers for food waste in the kitchen, which are then emptied into the orange bucket outside the back door. Please dispose of coffee filters with the food trash.
- RECYCLE:** please place clean paper/cardboard, glass jars and bottles, plastic bottles and tubs, & metal cans in the recycling bins in the kitchen or back hallway.
- Kitchen Appliances:** Please double-check that the oven and all burners are *turned OFF*, and that the coffee pots and electric kettle are unplugged.
- Make sure faucets are turned off and cabinet doors are closed.

**Thank you for your consideration of these guidelines.**