

**Kennett Monthly Meeting of the Religious Society of Friends  
Building Use Guidelines and Application  
September 2018**

**General**

Kennett Monthly Meeting (“KMM”) building and property (“facilities”) may be reserved by an individual who is at least 21 years of age and is either a member or attender of Kennett Friends Monthly Meeting or has secured a sponsor for the event that is either a member or attender of Kennett Friends Monthly Meeting. The use of the facilities should be consistent with the beliefs and testimonies of the Religious Society of Friends (Quakers)<sup>1</sup>.

The facilities may not be used for political purposes.

**Event Publicity**

Users of the facilities will specify in their publicity that their "event is located at Kennett Meeting, 125 West Sickle Street". Any language, which may imply that there is sponsorship by, or affiliation with, the Religious Society of Friends or Quakers or KMM, is not permitted.

**Scheduling**

The Kennett Friends House and Property Committee will make every effort to accommodate the requested uses of the KMM facilities. Events that are under the care of Kennett Friends Meeting, e.g.: worship, committee meetings, memorial services, weddings, Quaker Fair, etc.) have priority use.

Use of the KMM facilities by external users will be scheduled on a first-come-first-served basis. From time to time, an unanticipated event that comes under the care of Kennett Friends Meeting, such as Memorial Services, may arise. In these circumstances, an external user group may be contacted to determine if there is any flexibility in their recurring use or start/end times as we work to accommodate a Kennett Friends Meeting Memorial Service.

**Description of Facilities**

The building consists of two floors (Upper level and Lower level) that are accessible from the exterior and connected by a staircase that contains a chair lift. As a religious organization, KMM is not subject to the handicap access requirements of the Americans with Disabilities Act.

**Upper level (access from W. Sickle Street) – wheel chair ramp from sidewalk into Meeting Room**

Food and/or beverages may not be brought into any room on Upper Level. No material may be affixed to the walls, or other surfaces by means of any fasteners such as tape, nails, screws, etc. in any room on Upper Level.

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<sup>1</sup> Quaker Testimonies are Peace, Truth and Integrity, Stewardship of the Environment, Community and Equality, and Simplicity.

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Meeting Room: This room is air-conditioned. The meeting benches and piano must not be moved or rearranged without Sponsor's permission. Capacity is 225.

Library: This room is air-conditioned. This room is furnished with upholstered furniture. Capacity is 20 people. The fireplace is not operable.

Classrooms: These rooms are not air-conditioned. There are two classrooms available: the "Martha Hannum" Room and the Large Classroom. Capacity: 15 people each.

Restrooms: There are two restrooms each containing a toilet and a sink. One restroom has a handrail by the toilet.

**Lower level (access from parking lot) – The lower level door thresholds are not wheel chair accessible**

Social Room or "Downstairs", this is the only room in the facilities where food and beverages may be served. The floor covering is vinyl tile. There are 8-foot tables in the downstairs storage area that can be setup to accommodate 8 tables plus two serving tables in this room. Metal folding chairs are also available. Capacity is 150 persons.

Kitchen, the kitchen is adjacent to the Social Room. Cooking is not allowed, the two gas stoves with ovens are for warming food and a refrigerator is available for chilling food. Space in the refrigerator is limited and all food is to be removed after the event.

Restrooms: There are two restrooms each containing a toilet and a sink.

**Categories of Users + Fees Rates**

1. Kennett Friends Meeting use, falls under the care of the Meeting.
2. KMM members' use, which does not fall under the care of Kennett Friends Meeting.
3. Individuals.
4. 501(c) or similar.
5. Public or private commercial groups.

Rate Level I applies to

- Public or private commercial users
- 501(c) non-profits who are charging an attendance fee for their event

Rate Level II applies to

- 501(c) non-profits
- KMM members' events who are charging an attendance fee to their event.
- KMM Attenders

Rate Level III applies to

- KMM members' events that are not charging an attendance fee to the event (may charge a fee to cover the cost of program materials).

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Memorial Services and Wedding Rate

- No fee will be charged for a memorial service or a marriage of a Kennett Friends Meeting member or a member's parent, spouse, siblings, or children.
- Fee will be charged for others.

Sliding Scale generally applies to Rate Level II and Rate Level III event users

- The user is expected to pay twenty-five percent of their gross profits toward the usage fee until the stated fee for a Level II or Level III user is reached.

Usage Fee Schedule	Rate Level I		Rate Level II		Rate Level III	
	6 Hour Use	3 Hour Use	6 Hour Use	3 Hour Use	6 Hour Use	3 Hour Use
<b>Entire Building</b>	\$1300	\$700	\$600	\$350	\$400	\$240
When the building is requested for a recurring event and the number of occurrences is 9 or more per calendar year, the fee will be 50% of the rates listed below. Minimum \$10 per use in all cases.						
<b>Upper Level</b>						
Meeting Room	\$500	\$300	\$250	\$150	\$150	\$80
Library	\$150	\$80	\$80	\$50	\$40	\$20
Each Classroom	\$150	\$80	\$80	\$50	\$40	\$20
<b>Lower Level</b>						
Social Room	\$300	\$160	\$150	\$80	\$60	\$40
Kitchen: Additional Charge	+\$150	+\$100	+\$150	+\$120	+\$60	+\$30
Cleaning Deposit: For groups of over 25 people	\$100 / per use		\$100 / per use		\$100 / per use	
Memorial Services and Marriages: A flat rate of \$650 is charged for weddings and \$300 for memorial services. These services will not be under the care of Kennett Meeting; thus, the applicant will need to facilitate these events. Individuals who are members of Kennett Friends Meeting or their parent, spouse, sibling or child will not be charged for these events.						

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**Kennett Monthly Meeting Use of Facilities Covenant**

Please complete this form and return it promptly so that your requested date(s) can be reserved. A 50% deposit is required to hold our facilities and should accompany this application. Final payment is due one week prior to your event. Checks should be made payable to “Kennett Monthly Meeting”. If you have questions, leave a message for Kennett Friends Meeting at 610-444-1012, and a member of the House and Property Committee will return your call. Groups using building on a recurring basis must submit new form annually.

**KMM Usage Requirements**

**Supervision and Support**

All persons applying for use of the facility must be at least 21 years old and must either be a Meeting member or attender or have a Meeting member or attender sponsor their application. The Meeting sponsor will assume responsibility for oversight and all aspects of the event and be available for the Event Contact Person in case of emergency during the event. Sponsor will be required to have Emergency Contact List and Sponsor Guidelines prior to assuming sponsorship of an event

Reservation of the building is for building use only, not the front lawn or grounds surrounding the building.

Parking is limited to “head-in parking” around the paved perimeter of field and facing the Meeting. There is space for approximately 35 cars. Do not block entrances, neighbor’s driveways. Parking on the lawn is not permitted except for events that are under the care of Kennett Friends Meeting. On street parking (parallel) is permitted west (or above) the Meetinghouse property and on Lincoln and Garfield. Please note that W. Sickle Street is posted for “no parking” along the KMM property except on Sundays.

**Financial Consideration**

The completed Agreement and deposit must be received before the event can be confirmed.

A deposit of 50% is required with submission of the written agreement. Full payment is required seven (7) days prior to the event.

**Fire and Legal Considerations**

Maximum occupancy of the meeting room is 225 persons; the Social Room, 150 persons; and the Library, 20 persons. As a religious organization, PMM is not subject to the handicap access requirements of the Americans with Disabilities Act and the restrooms of our building **are** not handicapped accessible at this time. Also please note that the windows are permanently closed.

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No candles or open flames may be used in heating foods or for lighting or for any other purpose except as an incidental part of a religious service, without prior approval.

No furniture, displays or equipment may be placed within five feet of a fire exit.

The fireplace may not be used.

**Caterers and Vendors**

Caterers must have appropriate liability insurance, licenses, and certifications.

Caterers must leave the premises in the condition in which they found them. NO food items should be left on the premises.

All vendors (caterers, florists, party suppliers, etc.) must deliver and remove their goods within the Hours of Use unless the Meeting has agreed in writing to other arrangements

**Conduct of Users and Guests**

The purpose or manner of conduct of events held at Kennett Monthly Meeting should be consistent with the Beliefs and Testimonies of the Religious Society of Friends.

Users and their guests should be mindful that the KMM is a place of worship and that the property is located in residential neighborhood, so conduct before, during, and after an event should be in keeping with these elements.

No alcoholic beverages may be served or consumed on the premises.

No smoking is permitted indoors. If smoking occurs on the grounds, removal of smoking materials and waste is expected

Use of illegal substances will automatically terminate this Agreement. Space in the freezer and refrigerator are used by Kennett Friends Meeting, so please mark items appropriately and remove all unused foods at the end of your event. Foods that your event does not use should not be left in the refrigerator or freezer as "a donation".

No food or beverages may be brought into, or consumed in the Upper Level rooms, hallways, foyer, or stairwell.

The piano may not be used or moved without prior approval.

The benches in the meeting room may not be moved without prior approval.

Thermostats are preset and should not be changed by anyone other than Sponsor. Any doors inside the building that are opened during the event must be closed at the end of the event. All lights and fans should be turned off. All exterior doors must be closed and locked.

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When the event is finished, all spaces used should be left in the condition in which they were found, including tables and chairs. Trash in the kitchen must be bagged and placed in the indicated containers.

**Application**

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**CONTACT INFORMATION FORM**

Type of User (check one): \_\_\_\_\_ Individual \_\_\_\_\_ 501(c) Non-profit \_\_\_\_\_ Other

Name of Individual or Full Legal Name of Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Event Contact Person<sup>2</sup>: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

KMM Sponsor: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**EVENT INFORMATION**

Type of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Expected attendance: \_\_\_\_\_

\_\_\_\_\_   
2 This person is responsible for setting up and cleaning up after activities and is the liaison with any caterers and outside parties.

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Start and End Times of Use (include prep and clean-up time): \_\_\_\_\_

Will an attendance fee be charged (circle one)? Yes No

Will an event fee be charged to cover costs (circle one)? Yes No

Room(s) requested: \_\_\_\_\_

Will food be served during the event (circle one)? No Yes If yes, will event be catered? Yes No

If yes, name and address of caterer: \_\_\_\_\_

Any additional information regarding space use:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
The user of the space agrees to each of the conditions listed above. The user of the space also agrees to waive and release all claims and causes of action of every kind which you now have or which at any time hereafter arise, against Kennett Monthly Meeting, its officers, employees or members relating directly or indirectly to the function held, unless such claims or causes of action result from acts of omissions of the Meeting, its officers, employees, or members which are negligent or known to be wrongful. If a caterer or other for-profit entity is to be present to support this event then that entity must provide a certificate of insurance including KMM as an insured with a limit of liability of at least \$1 million. This Agreement is not assignable by the User. Any purported assignment will automatically terminate this Agreement.

Event Contact Person (Print Name): \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Event Sponsor (Print Name) \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**KMM Use only**

Total fee quoted: \$ \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

50% deposit received: \$ \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Balance received \$ \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

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**Mail completed application to:** House & Property Committee  
c/o Kennett Monthly Meeting

PO Box 125  
Kennett Square, PA 19348