

Chestnut Hill Friends Meeting

Guidelines and Resources for Use of the Meetinghouse

Before You Arrive:

- Make sure that the members of your group know how to get to the Meetinghouse:
 - By car, the Meetinghouse is about 100 yards north of Germantown Avenue on the right (east) side of East Mermaid Lane or, coming from Stenton Avenue and the north, go under the railroad underpass and look for the sign for the Meetinghouse about two tenths of a mile down on the left (please enter by the driveway on the lower side of the Meetinghouse).
 - By SEPTA train, take the Chestnut Hill East line to the Wyndmoor station, and walk southeast (towards center city) to East Mermaid Lane, turn right, and the Meetinghouse is about 200 yards on the left.
 - By SEPTA Route 23 bus to East Mermaid Lane and Germantown Avenue, then walk north (past the small memorial) about 100 yards to the Meetinghouse.
 - By SEPTA Route L bus to East Mermaid Lane and Stenton Avenue, then walk south (downhill) about a half mile to the Meetinghouse.
 - By SEPTA Route 77 bus to the Wyndmoor train station, then walk southeast (towards the station) to East Mermaid Lane, and then turn right, and the Meetinghouse is about 200 yards on the left.
- Unless you have received permission to use the front entrance, your group must enter through the side entrance, which is on the left side of the building as you face the front entrance, and is on the opposite side of the building from the parking lot. Contact info@chestnuthillquakers.org if you have not received a keycode to the building after you have paid your deposit.
- For large groups on weekends, there is extra parking in the UCP parking lot on the uphill side of the Meetinghouse. (Exit from the Meetinghouse driveway, turn right, and then turn into the next driveway). **Never** park on the grass or in the drive in front of the Meetinghouse.
- To conserve energy, the building is kept at 63° when not in use during the winter, and could get as warm as 80° in summer. The smaller rooms can be heated or cooled in 20-30 minutes, but larger rooms (Social Room or Worship Room) may require 45 minutes to an hour to reach a comfortable temperature on cold or hot days, so you may need to come early to get your room to the temperature you want for your group.
- The Meetinghouse has some supplies and resources, such as portable whiteboards (with markers) and a coffeemaker, but you must bring your own coffee, tea, paper, and pens.
- If you will be using the Social Room and expect to need more than 96 chairs, you will need to arrange to rent or bring your own.
- Review the Meetinghouse Exit Checklist and bring a copy with you to the Meetinghouse. When you leave the Meetinghouse, this form must be filled out and left at the Meetinghouse before your deposit will be refunded. Contact info@chestnuthillquakers.org if you have questions or concerns.

When You Arrive:

- Enter the Meetinghouse by the side door on the opposite side of the building from its parking lot, near the stone stairs from the UCPA parking lot. You will be supplied with a keycode in advance, and there is a keypad on the side door to enter the keycode to unlock the deadbolt.
- Look at the list of events posted on the wall across from the side entrance to confirm which room has been assigned to your group or event. A map of the Meetinghouse and directions to different rooms are on the same wall.
- Use your assigned room and respect the other groups that may also be using the Meetinghouse.
- You may leave the side door unlocked while you are in the building but we encourage you to lock it again to keep “tourists” from wandering into the Meetinghouse. The front door cannot be unlocked, but if you are a large group using the Worship Room or Social Room, you may wish to “dog down” the front door using the hex tool that is hanging on a loop on the pushbar so that the door can be opened from the outside. Push down on the pushbar and insert the hex tool into each of the two holes on the inside of each pushbar bracket, twisting clockwise to tighten the pushbar into the open position. (The door is “undogged” by inserting the same tool in the same holes and unscrewing counter-clockwise to release the pushbar.)
- There are light switches on the (inside) right of the front door. Turn on foyer, hallway, and stairway lights if needed. If you are using the Social Room and want to use the center row of fluorescent lights, you will need to turn on the switch around the corner to the right of the other switches in the foyer.
- Check the status and arrangement of your room. If a room is too cold or too warm, check the thermostat in the room to see if it should be adjusted. (The right-hand number is the setting and the left-hand number is the current temperature in the room.) All of the thermostats will reset to their default settings at 1:30 and 4:30 pm, so if you are using a room for a period that extends past one of those times, you will have to re-adjust the thermostat shortly after to maintain your preferred temperature.
- If you need additional (or different) chairs or tables:
 - Round tables and stacking blue chairs are in the closets of the Social Room.
 - Another stack of blue chairs for use in the Gathering Room, Committee Room, or Worship Room is in the closet off the space between the foyer and the Worship Room (on the left as you go from the foyer to the Worship Room).
 - The Gathering Room has small tables for use in that room. Do not take other tables into that room.
 - There are folding chairs and a folding table in the hall closet on the second floor for use in the classrooms on that floor.
 - ***Do not take any chairs or tables from the first floor to the second floor or from the second floor to the first floor.*** This is a firm rule to prevent property damage and injuries.
- The wireless network is “FRIENDS”. The password is “allwelcome” (all lowercase, no spaces).

While You Are Here:

- Do not allow anyone in your group to consume alcoholic beverages or smoke in the meetinghouse or on the grounds.
- Do not allow anyone in your group to use incense or candles or anything with an open flame.
- If you need additional paper towels, bathroom tissue, or extension cords, you will find them in the Resource Room (across from the elevator).
- Assist animals (such as seeing-eye dogs) are welcomed, but do not bring any other animals into the meetinghouse or onto the grounds.
- Do not take food or beverages into the Worship Room.
- Do not put food trash in any trash bins other than in the kitchen (and those must be emptied when you are finished).
- Promptly report any property damage or injuries to 267-368-4180 or info@chestnuthillquakers.org.
- Call 267-368-4180 if there are questions or problems that require immediate attention.
- The Resource Room (across the hall from the elevator) has white boards and markers.
- Put additional toilet tissue in the bathroom holders as needed. Toilet tissue is in the Resource Room, across from the elevator on the first floor. Do NOT put toilet tissue in the window sills of the bathrooms.
- If you have a large spill, a big mop is in the janitor's closet in the restroom nearest the water fountain.

Before You Leave:

Follow the Exit Checklist you received or downloaded and check off the steps when completed:

- Return any tables or chairs to the closet from which you took them, and return the room to its standard configuration, as described below, regardless of how the room was furnished or arranged when you arrived. That means:
 - Worship Room: Eight long benches at the north and south ends of the room and three shorter benches between them at the east and west sides of the room, all facing inward. There may also be four Windsor-style arm chairs near the outside, behind the shorter benches; no blue chairs.
 - Gathering Room: Six Windsor chairs and two Windsor settees, arranged facing inward at the edge of the rug. Nesting end tables and children's chairs placed by the windows in the corners. No blue chairs.
 - Foyer: One bench, one long side table, and a potted plant.
 - Committee Room: Two trapezoidal tables are arranged as a hexagonal table in the center of the room, with six blue chairs (with arms) around it; desk and rolling chair.
 - Social Room: Three rectangular tables and eight blue chairs are left out. All round tables are put away in storage closet #2 (northeast corner) and all other blue chairs are stacked on seven carts in the other closets (see instructions in closets and on carts). If you have an eighth rack or chairs with arms, they go in the coat alcove near the restrooms.
 - FDS 1 and 2: Two small children's tables, wooden children's chairs, and rugs.
 - FDS 3: Six blue chairs, sofa, and rug; no tables.

- FDS 4: Nursery furniture, a round children's table, and small blue chairs.
- Sweep floors (or mop if food or drink was spilled), if needed. Mops and a broom are in the janitor's closet inside the restroom closest to the water fountain on the first floor as well as in closet #1 in the Social Room. If you slightly dampen the mop with the red handle, you can quickly and safely mop up sticky spots.
- There are no trash bins in most of the rooms, which keeps the rooms tidy and free of food smells. Put all trash in the receptacles in the kitchen on the first floor.
- Take all of your trash, recycling, and compost away from the building and grounds when you leave. Replace trash bags in trash receptacles (bags are kept in tall cabinet to the right of the entrance to the kitchen).
- Remove any temporary signs you may have set up (such as to direct your group).
- Remove any plants, food, paper plates, plastic cutlery, etc. you may have brought (in other words, leave nothing but footprints).
- Close and latch all windows.
- Return thermostats to their original settings (62° from Sept. 15 to May 15, and 80° from May 15 to Sept. 15).
- Turn off the lights in your room and shut the door to the hallway. If you are the last to leave the second floor, turn off the hall lights as well, using the switch near the drinking fountain.
- Check the coat room to make sure that your group has not left coats or other belongings.
- If you are the last to leave the building, turn off the hall, stairway, and foyer lights using the switches to the right of the main entrance in the foyer. (If lights are still on in the hallways, you may need to turn off the switch around the corner from the other switches; the outdoor lights are on a timer.)
- Check the exterior doors your group may have used to be sure that they are latched. If you "dogged open" any doors, use the hex tool to restore them to the lockable position. (Push down on the pushbar and insert the hex tool into each of the two holes on the inside of each pushbar bracket, twisting counter-clockwise to release the pushbar.)
- Lock the side door to the building by pressing the "Schlage" button and turning the deadbolt to the right. Test the door to make sure it is locked. Please do this even if others are still in the building.

After You Leave:

- Your security deposit will be returned within 30 days of your event if and only if you have a) removed all trash and taken it with you, b) completed the Meetinghouse Exit Checklist and left it in the mailbox, c) left the Meetinghouse as clean or cleaner than you found it, and d) you did not violate any of the conditions of use found in the Meetinghouse Use Request Form. Failure to complete these will result in forfeiture of your deposit.
- Remember that we do not have staff at the Meetinghouse every day, so if you leave something, you must make an appointment to pick it up (info@chestnuthillquakers.org).
- We hope you have enjoyed using our Meetinghouse. Please let us know of any problems you encountered or any ways in which our procedures or instructions could be improved.