

USE OF THE MEETING HOUSE

PREFACE

Believing that there is that of God in each person, we wish our Meeting House doors to be open to all. For some the Meeting House is a special place, but Friends know that it is secondary to the Light that shines in each of us. Without wishing to burden any who come among us, but rather to assist all in the most rewarding use of these facilities, we offer the proposals that follow.

We hope that the considerations offered may be accepted in the spirit of love and concern in which they are presented "in the nature of guidance in self-discipline."

SCHEDULING

To assist the Scheduling Clerk in his/her job, as well as for safety and legal protection, we ask anyone planning or desiring to use these facilities to adhere to the following:

1. All groups are asked to consult the Scheduling Clerk as to the availability (dates and times) of the parts of the building and/or grounds they wish to use. If your meeting may extend past 11 P.M. it is important that you tell the Scheduling Clerk so that the Scheduling Clerk may notify the Chatham Township Police of late building use.
2. All groups which are not affiliated with the Meeting are asked to provide, in writing--to the Scheduling Clerk-- the nature, purpose, and expected size of the meeting (approximate number of people), the kinds of activities to be engaged in, the extent of the facilities desired, and the name and phone number of at least one person responsible for overseeing that our concerns are understood and respected. To help defray expenses, we require a contribution from such groups.
3. In the past, the premises have been damaged by unauthorized visitors entering unlocked doors or windows. It is important to be sure that all are locked and checked before leaving. In addition to the safety implications, the need to conserve energy makes turning off lights, stove and other appliances important. Those people using the appliances are asked to refer to the appliance instruction sheet. Thermostats are not to be touched since each one is part of a larger system that is delicate and understood by few. If there is a problem, please call the Scheduling Clerk.

4. For groups desiring to use the Meeting House overnight, after handling the above details with the Scheduling Clerk, it will be necessary to obtain additional clearance from the Oversight Committee. (The Scheduling Clerk will direct you to the Clerk of Oversight).

TOWARD MUTUALLY SATISFACTORY USE OF MEETING FACILITIES:
SOME CONSIDERATIONS

1. We endeavor to maintain the Meeting House in a neat and orderly fashion. We ask all who use the Meeting House and grounds to leave them clean and orderly, and possibly a little better than they were found.

2. Any Meeting group planning an unusual use of the Meeting House, particularly overnight use, is asked to provide in writing the information requested in Scheduling (Item 2). A group of young people must include the names of chaperones that are acceptable to the meeting. Oversight should be sensitive to this need and be ready to supply resource people.

3. Those who use the Meeting House should be mindful that the manner in which the Meeting House is used is an important part of the testimony of Friends. The Meeting House should therefore be used in a manner consonant with the highest level of the way in which Friends carry out their lives, with particular attention to *Faith and Practice*. In the light of these testimonies, we ask that all refrain from the use of alcohol and drugs in the Meeting House and on the Meeting property. Smokers are asked to consider the effect of their smoking on the rest of the group, and if they must smoke, to smoke only in designated areas.

4. Our Meeting for Worship room presents some special problems due to its more formal set-up and weekly use. Housekeeping, beyond light cleaning and occasional volunteer efforts, presents a special problem. It is necessary to try to maintain the clean and orderly nature of this room by asking people to refrain from eating, drinking and smoking in this room, except by special arrangement.

5. We ask all to be considerate of our neighbors, particularly with respect to noise.

For a particular use of the Meeting House, modifications of these proposals may be requested from the Overseers.

Our book of *Faith and Practice* quotes the postscript to an advice from 1656, and we repeat it here hoping that its spirit will also govern those reading these guidelines:

"Dearly beloved Friends, these things we do not lay upon you as a rule or Form to walk by, but that all, with the measure of Light which is pure and holy may be guided: and so in the Light walking and abiding, these may be fulfilled in the spirit, not from the letter, for the letter killeth, but the spirit giveth life."