

# Meetinghouse Use Request Chestnut Hill Friends Meeting

20 East Mermaid Lane, Philadelphia, PA 19118  
Phone: 215-247-3553 Email: [info@chestnuthillquakers.org](mailto:info@chestnuthillquakers.org)

Name of Organization: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Name of Contact: \_\_\_\_\_  
Contact Telephone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Name of Person who will represent your group while you are here: \_\_\_\_\_  
Name of CHFM committee (if any) supporting or sponsoring event: \_\_\_\_\_  
Name of CHFM committee contact person (if any): \_\_\_\_\_

## Space Requirements

Date(s) required: \_\_\_\_\_ Number of times of use: \_\_\_\_\_  
Nature of the event: \_\_\_\_\_ Time for building access: from \_\_\_\_ am/pm to \_\_\_\_ am/pm  
Will you be serving food? Yes \_\_\_\_ No \_\_\_\_ Number of people expected: \_\_\_\_\_  
Will a fee be charged to attendees? Yes \_\_\_\_ No \_\_\_\_ If yes, amount of fee: \$ \_\_\_\_\_  
Rooms requested: \_\_\_\_\_ Fee(s) for room(s): \_\_\_\_\_

## Meetinghouse Use Expectations

- Do not consume alcoholic beverages or smoke in the Meetinghouse or on the grounds.
- Do not use anything with an open flame (i.e., incense or candles).
- You will be responsible for setup and clean up, including taking all of your trash, recycling, and compost away from the building and grounds and (if needed) sweeping or mopping the floors of the rooms you used. (See [this web page](#) for information about room configurations and resources.) We do not have daily staff for janitorial tasks or trash removal. You can expect to find a room clean and are expected to leave the room as clean, or cleaner than you found it. Your cooperation helps us keep the cost of space rentals to a minimum.
- Your event will be assigned a room when you make a reservation, and you must use your assigned room and not interfere with other activities in the Meetinghouse.
- 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 listed here. Failure to comply with these expectations will result in forfeiture of your deposit.
- Report all personal injuries and damages to [info@chestnuthillquakers.org](mailto:info@chestnuthillquakers.org) promptly.
- Assist animals are welcomed, but do not bring pets or other animals into the Meetinghouse or grounds.

## Hold Harmless Agreement:

I assume entire responsibility and liability for any and all damage or injury of any kind or nature to persons, whether employees or otherwise, and to property, real or personal including adjoining property, caused by or resulting from the use of the premises and facilities of the Chestnut Hill Friends Meeting ("the Meeting") and agree to indemnify, defend and hold harmless the Meeting, its agents or its employees from and against any and all claims, suits, actions, liability, loss, expense, damage or injury to persons or to property caused directly or indirectly by my group, its agents, members, or employees, or any and all persons acting in their behalf or under their supervision, whether direct or indirect.

I agree to comply with the above Meetinghouse Use Expectations and Hold Harmless Agreement and to pay the fee(s) that may be agreed upon or invoiced. I have read and will follow the "Chestnut Hill Friends Meeting Guidelines and Resources for Use of the Meetinghouse" so I know what is expected of me.

Signed: \_\_\_\_\_ Title \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Your reservation will be put on the calendar as "tentative" AFTER we receive this completed, signed form.  
Payment for use of the space is expected two weeks after your reservation has been made.**

For Office Use:

Date invoice sent: \_\_\_\_\_ Date deposit returned: \_\_\_\_\_  
Date(s) of event: \_\_\_\_\_ Room(s) assigned: \_\_\_\_\_