

New Haven Monthly Meeting of the Religious Society of Friends (Quakers)

225 East Grand Avenue, New Haven, CT 06513 Phone: 203-468-2398

REQUEST TO USE MEETINGHOUSE

Name of Organization or Person requesting use of Meetinghouse:

Street: City, State, Zip Code:

Phone:

Name of contact person:

Phone: Work - Cellphone –

If you, or a person in your organization, is connected with New Haven Monthly Meeting, please list the name of the connection:

Requested date:

Event time: from to Set-up time:

Probable number of people attending:

Purpose of use/activity (please be specific). *New Haven Monthly Meeting makes its space available to nonprofit and community groups. Political activities are not permitted.*

Person responsible for set-up and clean up from the organization:

Please provide phone number if different from Contact Person (above)

To schedule, call Belinda Allen (Meetinghouse Scheduler/Caretaker) with the above information

Phone: 203-468-2398

IMPORTANT: Please Reconfirm the Date and Time of your reserved use with the Scheduler by calling 2 to 4 days before your activity (#203-468-2398). Leave a voice mail message.

PLEASE NOTE the following helpful information for your planning:

- We do not have any paid staff, including the Scheduler, who works full time away from the property.
- Groups may bring in food and drink or arrange for catering. We ask that all trash be collected and the space be kept as neat as possible. The Meeting Room is used by our congregation for worship on Sunday mornings.
- The building does not have airconditioning equipment.
- We provide the use of the Meeting Room as support for local nonprofit and community groups. We do not charge for use but appreciate a free will donation toward our costs. Donations have generally been in the range of \$50 to \$100; checks made payable to "New Haven Monthly Meeting". Thank you.