

LEHIGH VALLEY FRIENDS MEETINGHOUSE

Building Use Policy and Procedure

1. **Policy:** Lehigh Valley Monthly Meeting (LVMM) Meetinghouse, located at 4116 Bath Pike, Bethlehem, Pennsylvania, is available for use by individuals and groups for activities that are compatible with Friend's testimonies.
 - a. A LVMM Building Use Facilitator (BUF) will be appointed annually.
 - b. All requests for use of the meetinghouse or grounds by individuals, groups not part of the Meeting, or LVMM sponsored events to which the public is invited, must go through the BUF.
 - c. Individuals requesting use of the facility who are not members of LVMM must have a sponsoring member indicated.
 - d. Scheduled meetings of LVMM will take precedence over all other activities. LVMM committee meetings will not require approval but will indicate their scheduled meetings on the LVMM website calendar.
 - e. Fee schedule for non-profit and individual use is set at \$75 for room use with an additional fee of \$35 for use of the kitchen. Grounds are considered a room. There will be no charge for Meeting activities. For events that are profit making activities, fee will be negotiated if use is determined to be appropriate.
 - f. For events not part of or sponsored by LVMM, insurance coverage of at least \$500,000 comprehensive general liability which names Lehigh Valley Monthly Meeting as an additional insured must be presented.
 - g. Sponsorship of an event by LVMM is assumed if the event is the work of a LVMM committee, requested by a member, or if obtained by Business Meeting minute approval.
 - h. The following activities are not permitted with rental: Smoking in the building, serving of alcohol, or use of non-prescription drugs.
2. **Responsibility:** The Building Use Facilitator (BUF) will be the contact person for building use requests and will be responsible to insure that the request is not in conflict with any other scheduled activity, make initial decision that use is congruent with Friend's testimonies, inform users of requirements, and arrange payment and access to building. The BUF will work with the Building Committee to establish guidelines for usage, with Care and Concern to determine appropriate use of facility and with the Treasurer to process payment received. Records of Requests, Signed Agreements, Sponsorship Minutes and Proof of Insurance are to be maintained by BUF.
3. **Procedure for Processing Request**
 - a. Building Use Application received. (See Attachment #1) Form will be on the LVMM Website. BUF will review application, insure that date and time requested do not conflict with a scheduled Meeting activity and process accordingly

- i. **Has Insurance:** Group hosting event not sponsored by LVMM indicates on application it **has** insurance coverage
 1. If usage is compatible with the testimonies of Friends, BUF may approve agreement. (Example: LEPOCO).
 2. If usage may not be compatible with the testimonies of Friends, the BUF will refer request to Care and Concern for their discernment and decision.
- ii. **No Insurance:** Group or Individual indicated on application it **does not** have insurance
 1. If requestor **is** a member or a committee of LVMM requesting use for a singular event, BUF may approve usage.
 2. If requestor **is not** a member of LVMM, or request is for an event not sponsored by LVMM, BUF will refer the matter to Care and Concern for their discernment and decision.
- iii. **Notification of Decision**
 1. **Request is Approved** by BUF, or by Care and Concern if referred by BUF: BUF informs requestor and provides a Building Use Agreement if applicable (See Attachment #2) for their review and signed agreement. Insurance Certificate must be included with signed agreement if required.
 2. **If usage is denied** by Care and Concern due to not being compatible Friend's testimonies, a response will be created and sent to requestor by the Care and Concern Committee.

4. Arrangements for Use

- a. BUF will note approved scheduled use on website and gathering room calendars
- b. BUF will make arrangements for building orientation if necessary, either on a Sunday morning or through a meeting on site with either the BUF, a designated member of the Building Committee, or the Clerk.
- c. Building Use Agreement (See Attachment #2) signed and Certificate of Insurance provided
- d. Access to building arranged on a case by case basis.
- e. Treasurer informed of fee agreement. All fees to be made payable to "Lehigh Valley Monthly Meeting"

5. Review

- a. Problems noted following the event regarding adherence to Usage Agreement will be referred to the Clerk for Monthly Business Meeting consideration and if necessary, minuted termination of usage privilege.

For further information and/ or an application please contact Rick Dow.

610 865 5204 rdow16@gmail.com