

GUIDELINES FOR RENTAL OF THE WILTON FRIENDS MEETINGHOUSE

Wilton Friends Meeting, 317 New Canaan Rd., 203-762-5669

The building and grounds are the home of the Wilton Friends Meeting and offer an opportunity to extend ourselves to others. We wish to support the endeavors of those who seek to live in peace and harmony with the natural world and all peoples inhabiting the earth. We strive to be attentive to the world around us and to follow the leading of the Spirit in all aspects of our lives.

CONFIRMATION of the times and dates of any scheduled events is the responsibility of the group requesting space. Reservations are confirmed when full payment is received. Full payment is required 30 days prior to the scheduled event.

ARRIVAL AND DEPARTURE of all persons involved in a scheduled event is honored only for the hours and days reserved. This includes all service personnel such as caterers and florists, who cannot be received earlier or later than the scheduled rental time and who will not be received if contact persons from the event are not available. Call Diane Keefe at (203) 846 4403 if you cannot arrive and depart at the scheduled times.

FINAL DEPARTURE should take place on time and only after (1) a thorough clean up and trash removal have occurred and (2) the furniture is restored to its original arrangement. We often have cleaning crews or other groups scheduled after you therefore **any delay in leaving at the scheduled departure time will incur an additional charge of \$50.00 PER HALF HOUR.**

CLEAN UP AND FURNITURE ARRANGEMENT are responsibilities accepted by each group. Since many groups share the building, we ask that you do the following, when applicable:

- Wash, dry and put away all dishes. Refer to instructions posted on the cabinet.
- Remove your recyclables.
- Remove the trash from the building and grounds including the parking lot. Put all trash in the garbage dumpster that is located on the Meetinghouse parking lot. Replace trash bags in trashcans in kitchen, bathrooms and meeting entry hall.
- Trash bags are in the kitchen. □ Sweep and/or mop up all spills. A broom and dustpan are in the storage closet next to the meeting office. A mop is in the hall closet and a bucket is under the kitchen sink. Please rinse out mop and bucket thoroughly.
- Arrange the Meeting Room according to the diagram as you found it when you arrived.

ITEMS AVAILABLE FOR USE also includes:

- Chairs and pews located in the Meeting Room and classrooms and halls
- Folding tables located in the white closets on the far side of the greeting room
- Coffee/Tea urns located in the cabinet to the left of the refrigerator in the kitchen

IN CASE OF AN EMERGENCY DIAL 911. Fire alarms are located within the building and tripping them will summon the Wilton Fire Department. **The nearest medical facility** is Norwalk Hospital In case of emergency please also contact a representative of Wilton Friends Meeting. The emergency numbers are posted in the closet next to the office.

POLICY ENFORCEMENT – The policies below are critical to maintaining a safe, law abiding, and respectful environment. **The Friend in Residence is empowered to enforce these policies and to eject offending participants or terminate events as necessary to maintain order and compliance.**

THE FRIEND IN RESIDENCE is the on-site representative of the Meeting and is empowered by the Meeting to enforce the terms of the rental agreement. It is incumbent upon those visiting the Meetinghouse to respect the authority of the Friend in Residence.

NOISE AND OFFENSIVE BEHAVIOR – Participant behavior and the volume of music and noise affects the quality of life of the Friends Meeting as well as other groups using the building. All groups using the building accept the responsibility for attention to the level of music and noise and the behavior of event participants.

ILLEGAL DRUGS ARE PROHIBITED and their use will not be tolerated and will result in immediate termination of the event.

ALCOHOL USE is accompanied by the responsibility and attention of the group. Alcoholic beverages are:

- Discouraged but not prohibited
- Served only to those 21 years and older; expected to be served and consumed in moderation
- Served with the understanding that the group will provide a safe ride home for anyone who should not drive. Use of alcohol shall be in accordance with all applicable federal, state and local laws and regulations.

A SMOKE-FREE ENVIRONMENT is to be maintained throughout the property including inside the building, the front porch, the back yard and the parking lot.

NO ANIMALS (except utility dogs) are allowed in the Meetinghouse or on the grounds.

LOCAL TELEPHONE CALLS only may be made with permission of the Friend in Residence.

ALL CHILDREN are welcome to participate in scheduled events. However, children under the age of 12 must be under the direct and constant supervision of a responsible adult and children must not be unattended inside or outside the building at any time.

NON-DISCRIMINATION: The Wilton Friends Meeting does not intend to discriminate by race, color, ethnicity, country of origin, disability, or sexual orientation and expects the same of others while at this location.

ADDITIONAL INFORMATION about the Religious Society of Friends (Quakers) and/or information about the Wilton Friends Meeting are available on the table by the front entrance. Worship in the Meeting room begins each First Day (Sunday) at 10:00 a.m. and everyone is welcome.

FEEDBACK IS ENCOURAGED so that we may improve our opportunity to serve you.

Thank you for using the Wilton Friends Meetinghouse!

www.wiltonfriends.org