

## **Boulder Meeting of Friends Building Use Policy**

To prevent space conflicts, all events other than regular First Day use will be scheduled through the Building Use Coordinator.

### ***Meeting Community Events:***

Meeting Community Events are events organized by members and attenders for members and attenders. Events that include attendees who are not members and attenders are Quaker Hosted Events.

These events do not require a signed rental agreement or a fee. These events are required to follow the Building Rules and Expectations.

Examples of Meeting community events include: First Day use, memorials for community members, committee meetings, Quaker classes and small gatherings of BFM members and attenders.

### ***Quaker Hosted Events:***

These are events hosted by a member, attender or committee of the Boulder Friends Meeting when outside groups and individuals are invited. The host will:

- be present throughout the event
- be responsible for opening and locking the building
- ensure that Building Rules and Expectations are followed
- ensure the building is returned to its pre-event condition of repair and cleanliness

Examples of Quaker Hosted events include graduations and other family celebrations, an event or meeting for a group that the host is a member of and substantially involved in and Meeting committee hosted events.

These events require a signed rental agreement. These events require a fee if 15 or more participants are expected. Meeting committees may designate Quaker Hosted events for which the fee is waived.

No fee is charged for the following Quaker Hosted Events:

- a. Our neighborhood association
- b. The Silver Lake Ditch Association annual meeting
- c. Toward Right Relationship

### ***Rental to Outside Groups:***

These may be one time or recurring events. These require a signed rental agreement and fees. Rental agreements for recurring events are typically on an annual basis. We do not rent for for-profit events.

### ***Fee Schedule:***

- \$30/hour for Fellowship Hall for one time events
- \$40/hour for Worship Room for one time events
- \$15/hour for recurring events
- \$30/hour for use of New Horizons space evenings and weekends for childcare
- \$15/hour for classrooms
- \$100 cleaning fee if required after the event

The Building and Grounds Committee will provide the Building Use Coordinator with emergency contacts to be posted in the Meetinghouse.

Responsible committee: Building and Grounds

Responsible person: Building Use Coordinator

Related documents:

- Building Use Coordinator Job Description
- Rental Agreement, Waiver-Release, Building Rules and Expectations and Approved Chemical List