

## **Guidelines for the Use of Friends Meeting House**

91A Fourth Ave., Ottawa, ON K1S 2L1 • Tel. 613-232-9923 • email: [residentfriendottawa@gmail.com](mailto:residentfriendottawa@gmail.com)

We are happy to be able to offer rental space, at cost, to groups providing a service to the community that is in harmony with Quaker principles. Please note the following information about our facilities and the guidelines for their use:

### **1. FACILITIES AVAILABLE**

The meeting house has available for rent a wheelchair-accessible meeting room (seats 80), and a basement kitchen with two adjoining rooms. There is an accessible washroom on the ground floor and 2 washrooms in the basement.

### **2. ARRANGEMENTS FOR USE**

Contact the Resident Friend at [residentfriendottawa@gmail.com](mailto:residentfriendottawa@gmail.com), or phone 613-232-9923 and leave message. Long term or multiple rentals should be requested by email or in writing, to be approved by Premises Committee and the Meeting (congregation). Long term arrangements are subject to annual review and termination on reasonable notice.

### **3. FEES**

The fees for use of our facilities cover heat, electricity, water and general maintenance. No profit is made from our rentals. Groups addressing peace and social concerns may be offered a reduced rate, subject to the approval of Ottawa Meeting. As this may take up to two months or more, groups are advised to submit such requests early.

Single Use: Meeting Room \$80; Kitchen \$70; Meeting Room plus Kitchen \$130

Continuous Use: Meeting Room \$60; Kitchen \$60; Meeting Room plus Kitchen \$100

**Cheques should be made out to “Ottawa Monthly Meeting” and left in the Resident Friend's mail slot outside the meeting room, or mailed to the Meeting House address, c/o the Treasurer.**

### **4. GUIDELINES**

In order to assure that the space is used in ways in harmony with the principles of the Religious Society of Friends and that it remain in good condition for the benefit of all users, the Monthly Meeting requests that groups using the meeting house abide by these guidelines. Groups unwilling or unable to comply with these guidelines may be denied the privilege of rental by the Resident Friend or the Premises Committee.

- a. Since we may not agree with your group's beliefs, advertising must not include anything which would associate the Society of Friends with the group using the Meeting House. Only the postal address, 91A Fourth Ave., may be used. Please do not advertise the Meeting House telephone number.
- b. The teachings or actions of the group should be in general harmony with Quaker principles.
- c. The facilities are not available for rent to for-profit businesses.

- d. Friends value keeping events at the Meeting House accessible to all, including those with limited financial means. For this reason groups using the Meeting House may post a suggested donation for their events or services, but no fixed admission charge may be requested.
- e. The group should be in need of accommodation such as we offer.
- f. Political groups may not use the building on a regular basis. An occasional lecture or discussion may be arranged with approval of Premises Committee and the Monthly Meeting.
- g. No alcoholic beverages may be served.
- h. No smoking is allowed in the meeting house or on the property.
- i. No high powered electrical equipment, incense, candles or other fire hazards may be brought into the building. Groups wanting to use a limited number of candles as part of their religious practice may discuss an exception with the Resident Friend, who may grant the request provided appropriate fire safety precautions are taken.
- j. Food and drink are best consumed in the kitchen. If food is consumed in the meeting room, please clean up any spills immediately. There is a vacuum cleaner in the hallway upstairs, and a broom in the kitchen.
- k. If you want to affix things to the wall temporarily, kindly use one of the products that does not damage paint. Masking tape and push pins are not acceptable. A flip chart and a chalk board may be reserved by prior arrangement with the Resident Friend. You will need to provide your own flip-chart paper.
- l. The closest public telephones are pay phones in Fifth Avenue Court at the corner of Bank and Fifth. If the Resident Friend is available, he or she will be happy to assist in emergency situations. Please do not use the Meeting House telephone number except for bookings, and for emergency situations.
- m. The facility has WiFi. If you need access to it, please ask the Resident Friend for instructions.
- n. The Resident Friend is the only appropriate contact person regarding rental of the facilities; other people in the building are attending to their own responsibilities. Please don't disturb them when the Resident Friend is not immediately available.
- o. The path in front of the building may be used for loading and unloading supplies, but vehicles should not be left unattended in this space. Street parking is available, but is limited to two hours during the day on weekdays. Pay parking can be found behind Fifth Avenue Court and behind the Metro Grocery, access on Third Ave. This building has no designated parking spaces available.
- p. Thermostats are located to the right of the main meeting room doors, and in the hallway downstairs above the coat hooks. The meeting house is heated to a comfortable level when in use, but if you feel you must lower or raise the temperature, follow the posted instructions carefully.
- q. In winter, kindly remove outdoor footwear before proceeding beyond the entrance hall. The slippers in the basket are for your use. There are coat racks downstairs for your convenience. A few coat hooks

are available in the back hall for those with mobility problems.

r. Bicycle racks are provided. Please don't leave bikes on the fence, trees or ramp. Blocking the handrail contravenes a local bylaw, and restricts access to the building.

## **5. PRACTICAL CONSIDERATIONS**

a. Groups using the facilities do so at their own risk. They may deem it advisable to consider obtaining their own insurance to cover their activities in the Meeting House.

b. Renters are responsible for arranging furniture to suit their needs, and for restoring rooms to their original state. A drawing of the chair arrangement is located on top of the piano.

c. The Resident Friend is employed to coordinate rentals, but not to clean up after users. There is a broom and dustpan in the kitchen closet, and a vacuum cleaner in the side hallway. Any spills not cleaned up by the renters may incur a cleaning charge.

d. We participate in Ottawa's black bin and blue bin recycling programs, as well as the green bin composting program. Our green bin is located beside the ramp in front of the Meeting House. If you generate kitchen waste, please carry it out and empty it into the green bin, to minimize odors in the building. **The city's new collection schedule (2012), no longer permits us to store extra garbage; please take your garbage with you.**

e. There are about 70 stackable chairs in the meeting room and about 40 folding chairs in the kitchen closet. Folding tables and children's tables are available. The kitchen is fully equipped for preparation of tea, coffee and simple meals. Please provide your own supplies, and take them home with you. Unfortunately, we are unable to supply storage space; including in the kitchen cupboards and fridge.

f. First aid equipment is located above the fridge in the kitchen.

## **6. OTHER USERS OF FACILITIES**

Renters should be aware that the building is also used by other groups throughout the week, but it is primarily a meeting house for Friends. Efforts will be made to accommodate all users, but the Monthly Meeting makes the final determination as to when the building is available to outside use, and reserves the right to reclaim the use of its own space, with appropriate notice, when necessary.