

Guidelines for the Use of Ottawa Friends (Quakers) Meeting House

91A Fourth Ave., Ottawa, ON K1S 2L1 • Tel. 613-232-9923

residentfriendottawa@gmail.com • www.ottawa.quaker.ca

PREAMBLE

Ottawa Monthly Meeting (OMM) maintains a building whose main purpose is to facilitate Friends' worship and many other aspects of the life of the Meeting. When it is not in use by Friends, OMM makes the facility available for rental to other groups. Rental of the facility may be an opportunity to do outreach, as renters and attendees become more aware of Friends. OMM also believes that the ownership and maintenance of our building brings with it a responsibility to make sure it is used: it is environmentally responsible to avoid letting the building sit idle and it is socially responsible to make it available to community groups who need it. Furthermore, the Meeting House sits on unceded Algonquin territory, adding further motivation to use it responsibly.

We are happy to be able to offer rental space to groups providing services to the community that are in harmony with Quaker principles. The guidelines below indicate the normal fees for different parts of the building and the types of services for which the facility can be used. In some cases, OMM may reduce the rental fees as an in-kind donation to support groups whose work is consistent with the values of the Meeting. OMM wishes to avoid excluding people from events in the building on financial grounds, and therefore encourages groups that charge an attendance fee to adopt a sliding scale and/or offer scholarships.

1. FACILITIES AVAILABLE

The meeting house has available for rent a wheelchair-accessible meeting room (seats max. 80), and a basement kitchen with dining area and two adjoining rooms (accommodates max. 40). There is an accessible washroom on the ground floor and 2 gender-specific washrooms in the basement. The basement is not wheelchair accessible. Photos of the rooms and a calendar of availability are available on our website at ottawa.quaker.ca.

2. ARRANGEMENTS FOR USE

Single-use rentals at the regular fee can be arranged directly with the Resident Friend. These requests will be reviewed by the Resident Friend and if needed the Clerk of the Premises Committee. Contact the Resident Friend at residentfriendottawa@gmail.com, or phone 613-232-9923 and leave a message.

Long-term or multiple rentals, as well as requests for waived or reduced fees, should be requested through an Application Form, to be approved by Premises Committee and OMM. The Resident Friend will provide you with the Application Form (also available on our website) and guide you through the process. Approval can take up to two months, so make sure to apply early.

Long term arrangements are reviewed annually by the Premises Committee and subject to termination on reasonable notice.

3. FEES

The fees for use of our facilities cover heat, electricity, water and general maintenance. Reduced or waived fees are de facto donations to the respective group from OMM, and therefore are subject to the approval of Ottawa Monthly Meeting. As this may take up to two months or more, groups are advised to submit such requests early.

Rental fees are determined based on:

- Space needed, i.e. meeting room, basement, or both.
- Blocks of time used on the same day, i.e. morning (9-1), afternoon (1-5), or evening (6-10).
- Frequency of use and length of rental agreement
 - o Single use - a one-time event
 - o Multiple use - a series of events with a clear end-date (e.g. a 4-session workshop)
 - o Long term - regular events, without a clear end-date (e.g. a weekly meditation group). (Long term rental agreements are subject to annual review.)

Fees:

Space used:	Meeting Room OR Basement			Meeting Room AND Basement		
<i>Number of blocks per day:</i>	<i>One block</i>	<i>Two blocks</i>	<i>Three blocks</i>	<i>One block</i>	<i>Two blocks</i>	<i>Three blocks</i>
Single use	\$100	\$140	\$180	\$160	\$210	\$260
Multiple use	\$80	\$120	\$160	\$130	\$180	\$230
Long term use	\$60	\$100	\$140	\$100	\$150	\$200

Payment:

Payment may be made in advance or on the day, by cash or cheque. Cheques should be made out to "Ottawa Monthly Meeting." Leave payment in the Resident Friend's mail slot outside the meeting room (blank envelopes are available in that mailbox for your use), or mail cheques (not cash) to the Meeting House address, c/o the Resident Friend. The Resident Friend can provide invoices and receipts upon request.

4. GUIDELINES

In order to assure that the space is used in ways in harmony with the principles of the Religious Society of Friends (Quakers) 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 and the practical considerations under #5 below. Groups unwilling or unable to comply with these guidelines and considerations may be denied the privilege of rental by the Resident Friend or the Premises Committee.

- a. Advertising for your event 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 use the Meeting House telephone number as contact for your event.
- b. The teachings and actions of the group should be in general harmony with Quaker principles.

- c. Friends value keeping events at the Meeting House accessible to all, including those with limited financial means. Therefore, we give rental preference to groups and for events that do not charge a fee for attendance.
- d. Applications for events that require a fee for attendance will be accepted from non-profit groups and for social justice events, trainings, and workshops. Such applications need to demonstrate that no one will be turned away for lack of funds, e.g. through offering scholarships, a number of free slots, and/or a sliding scale for the tickets/fees. Groups that charge a fee for attendance may not request a waived or reduced rental fee.
- e. The facilities are available for rent to for-profit businesses only with the approval of the Meeting. This includes single use events. Approval may take up to two months, so make sure to apply early.
- 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 OMM. Approval may take up to two months, so make sure to apply early.

5. PRACTICAL CONSIDERATIONS

Amenities:

- a. First aid equipment is located above the fridge in the kitchen.
- b. 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.
- c. 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 regular storage space; including in the kitchen cupboards and fridge.
- d. 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.
- e. The building has WiFi. If you need access to it, please ask the Resident Friend for instructions.
- f. 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. The doors at the bottom of the both stairwells must be closed for the basement to warm up.
- g. 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.
- h. Bicycle racks are available outside. Please don't leave bikes on the fence, trees or ramp. Blocking the handrail contravenes a local bylaw, and restricts access to the building.
- i. 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 or Second Ave. This building has no designated parking spaces available.

Cleaning:

- j. The Resident Friend is employed to coordinate rentals, but not to clean up after users. There is a broom and dustpan in the kitchen, and a vacuum cleaner in the side hallway. Any spills not cleaned up

by the renters may incur a cleaning charge.

k. 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.

Restrictions:

l. Food and drink are only allowed in the kitchen. No food or drink are allowed in the meeting room.

m. No alcoholic beverages may be served anywhere on the premises.

n. No smoking is allowed in the meeting house or on the property.

o. 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.

p. Please do not affix things to the walls.

Other renter responsibilities:

q. 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.

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

s. 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.

6. USE OF MEETING HOUSE BY ABORIGINAL GROUPS

We offer use of our facilities to Aboriginal groups at a reduced price under the guidelines outlined below. We do this

- in recognition of the unceded Algonquin territory on which we live and have our Meeting House, and of the resulting responsibilities we carry;
- as an expression of our commitment to implementing the Truth and Reconciliation Calls for Action, as minuted by the Canadian Yearly Meeting at the 2016 gathering;
- in accordance with the Quaker testimony of Peace, Justice and Stewardship, aiming towards good stewardship of the Earth and our resources.

The Premises Committee, in consultation with Peace & Social Concerns Committee, compiles and maintains a list of Aboriginal groups (with contact info and details of purpose, focus, etc.) that can use our Meeting House facilities for free, based on availability. This list will be presented to OMM for review and approval in September each year.

Aboriginal groups can be added to the list in two ways:

- The group has a contact and/or participant who is a regular, stable OMM member or attender and who can recommend the group's inclusion on the list;
- The Premises Committee can reach out to well-established Indigenous organization in Ottawa to

offer our space for use.

The Aboriginal groups may be well established organizations; groups formed around a specific event; or ad-hoc groups related to a specific community, reserve, or nation. Rental needs may be for a one-off event or more; if usage becomes regular, the Resident Friend will ask the group to fill out an Application for our records and to formalize the arrangement.

Once a group is added to the list and the list is approved by OMM, arrangements for rental can be made directly with the Resident Friend. The Resident Friend will evaluate the usage of premises by Aboriginal groups over each 6-month period and make recommendations to Premises Committee (July and December each year) on adjusting the list if there is too much or too little usage.

7. 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.