

Ottawa Friends (Quakers) Meeting House Guidelines for Use

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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 ministry, 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 that can accommodate 40 people. There is an accessible washroom on the ground floor and two 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 the Clerk of the Premises Committee if needed. Please contact the Resident Friend at residentfriendottawa@gmail.com, or phone 613-232-9923 and leave a message to arrange a booking.

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

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 in practice donations from OMM to the respective group, 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 (9-12), afternoon (12-5), or evening (5-10).
- Frequency of use and length of rental agreement:
 - Single use - a one-time event
 - Multiple use - a series of events with a clear end-date (e.g. a 4-session workshop)
 - 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 Table and Payment

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	\$150	\$225	\$160	\$240	\$360
Multiple use	\$80	\$125	\$175	\$130	\$200	\$280
Long term use	\$60	\$100	\$125	\$100	\$160	\$200

- Payment may be made in advance or on the day, by cash, cheque or e-transfer. 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.
- E-transfer payment should be made to <assistant.treasurer.ottawa@gmail.com> Be sure to designate that the payment is for rental, indicate the time and date of the booking and your group. Please copy the resident friend on your e-transfer. In a separate email, please contact the assistant treasurer directly to provide your name and contact information for her records.
- The Resident Friend can provide invoices and receipts upon request.

4. GUIDELINES

In order to assure that the space is used in ways that are 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 below.

Groups unwilling or unable to comply with these guidelines and considerations may be denied 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, training sessions, 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. Please apply early. Approval may take up to two months.

5. PRACTICAL CONSIDERATIONS

- a. 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. The meetinghouse has no designated parking spaces available. Street parking is available but is limited to two hours during the day on weekdays. Paid parking can be found at the Glebe Parking Garage, accessed from Third or Second Ave just west of Bank St.
- b. 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.
- c. In winter, kindly remove outdoor footwear before proceeding beyond the entrance hall. There are coat racks downstairs for your convenience. A few coat hooks are available in the upstairs side entrance for those with mobility problems.
- d. The building has free WiFi. If you need access to it, please ask the Resident Friend for instructions.
- e. There are about 70 stackable chairs in the meeting room and about 40 folding chairs in the kitchen. Folding tables and children's tables and chairs are available.

- f. 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.
- g. 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 or use of the kitchen cupboards and fridge. First aid equipment is located in a labelled drawer in the kitchen cupboard on the east wall.
- h. 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, speak to the resident friend who does the adjustment via wifi.

5.1 Cleaning:

- a. The Resident Friend is employed to coordinate rentals, but not to clean up after users. There is a broom and dustpan in the kitchen. A vacuum cleaner is available and the Resident Friend will show you where to find it. Any spills not cleaned up by the renters may incur a cleaning charge.
- b. 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 in front of the Meeting House. If you generate kitchen waste, please carry it out and empty it into the green bin.

5.2 Restrictions:

- a. Food and drink are allowed only in the kitchen. Food or drink may be allowed in the meeting room only on special occasions.
- b. No alcoholic beverages may be served anywhere on the premises.
- c. No smoking is allowed in the meeting house or on the property.
- d. 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.
- e. Please do not affix things to the wall.

5.3 Other renter responsibilities:

- 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-
- c. 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 INDIGENOUS GROUPS

We offer free use of our facilities to Indigenous groups, 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 and;
- in accordance with the Quaker testimony of stewardship of the Earth and our resources.

The Premises Committee, in consultation with OMM Peace & Social Concerns Committee, compiles and maintains a list of Indigenous 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.

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

- The group has a contact and/or participant who is a regular, OMM member or attender 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.

Indigenous groups may be well established organizations; groups formed around a specific event; or ad-hoc groups related to a specific community, reserve, or nation.

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. 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 Form for our records and to formalize the arrangement.

The Resident Friend will evaluate the usage of premises by Indigenous groups over each 6-month period and make recommendations to Premises Committee (July and December each year) to adjust 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 for outside use and reserves the right to reclaim the use of its own space, with appropriate notice, when necessary.

Premises Committee 2022-12