

Lexington Friends Meeting Meetinghouse Use Policy and Application

Lexington Friends want our Meetinghouse to extend and promote Quaker values and to serve our local community. We wish to make our Meetinghouse available to those who would like to use it, as our schedule allows. Use of the meetinghouse must conform to the conditional use for our property granted to us by the Board of Adjustment of the Lexington Fayette Urban County Government. We establish the following policies and procedures for the use of the meetinghouse.

Requests to use the Meetinghouse will be processed through the Property Management Committee. Inquiries and requests can be made to the Building Manager (see contact info below). The Property Management Committee can approve many of the requests for building use. Some requests, however, may need to be approved by our monthly Business Meeting, which usually occurs the first Sunday of the month. To meet this schedule it may several weeks to consider some applications.

Rental Fees. Rental fees cover the meeting's expenses to maintain a clean, safe, well-functioning facility. We strive to keep our fees as low as possible and structure our fees to cover the costs of utilities, cleaning, maintenance, and normal wear and tear. We may adjust the rental rates periodically. We urge users of the facility to help keep costs down by **being respectful of the building and by paying attention to energy and water use.**

Cooperating with our neighborhood Lexington Friends Meetinghouse is located in a residential neighborhood. We are the only building on Price Avenue that is not a residence. Our property is zoned residential with a special conditional use allowing us to operate a church on the property. Our neighbors have expressed great concern about noise, additional traffic on Price Avenue, and parking on the street generated by our use of the building. When coming from Broadway we ask that people take Delcamp Drive rather than Sixth Street in order to minimize the traffic on our block. There is a left turn signal on the light at Broadway and Delcamp Drive, making it an easy turn. In addition, we ask all who visit our building to park in our parking lot rather than on the street. Many of our neighbors rely on on-street parking.

Making application To use the facility, please fill out an application. You will be asked to read and agree to our policies for use of the building including use of the kitchen if applicable. In most cases, a key deposit of \$25.00 and a security deposit (\$75) will be required. Submit this application along with a check, made out to Lexington Friends Meeting, for the deposit to:

Property Management Committee
Building Manager
Post Office Box 24411
Lexington, KY 40524-4411

Building Manager - Ben Griffith
502 330-4989
beng347@aol.com

Meetinghouse Rental Fees

	3 hours or less	Each additional hour
Entire upper level	\$120	\$30
Worship room	\$50	\$15
Community room	\$50	\$10
Library	\$20	\$5
Kitchen	\$20	???
Security Deposit	\$75	

Meetinghouse Use Policies

1. Watch and protect children. Children and youth using the Meetinghouse or on the Meetinghouse grounds must be accompanied by adult sponsors at all times.
2. Limit use of natural resources. Avoid excessive use of heat, air conditioning, water, and lighting. Windows should not be opened.
3. Leave the Meetinghouse in the condition that it was in when entered (or better!). Clean up, and return furniture to original places. Report any damage or any needed repairs to the Building Manager (see contact info above). Users are responsible for paying any damage not covered by the security deposit.
4. The use of tobacco, illegal drugs, or alcohol, and the possession of weapons are prohibited anywhere on the Meetinghouse grounds (inside and out).
5. Whenever the kitchen is used, the **Kitchen Procedures** (see below) shall be followed and kitchen rental fee paid.

Lexington Friends Meeting will allow use of the facility only to those who can affirm that they will follow these procedures. Users who fail to follow these procedures will be asked to leave.

We ask that persons using the facility respect Quaker testimonies, including equality, simplicity, nonviolence, and seeking the sacred within each person. Groups and individuals using the Meetinghouse may not discriminate against anyone for reasons including but not limited to race, sexual orientation, age, gender, gender identification, religious beliefs, national origin, ethnicity, or physical ability.

**Application to use
Lexington Friends Meetinghouse**

Name of organization _____

Address _____

Contact Person _____

Phone contact(s) _____

Email address _____

Describe event/activity for which the Meetinghouse will be used:

Date(s) of use:

Time:

Is this an application for use on a regular on-going basis? Yes No
(If yes, please note that this application will need extra time to process)

How many adults do you anticipate?

What is the program or activity?

Please describe:

Will children be present and have supervision? If yes, please include numbers and ages anticipated of children, numbers of supervisors. What kind of activity(s) do you have planned for the children?

What areas of the building will your event/activity require?

The Property Management Committee will be glad to help guide you to find the appropriate space(s) needed.

Does your organization have liability insurance? Yes No

Name of insurance company: _____

Name of agent: _____

Phone : _____

Please read and sign the following agreement:

We agree to abide by the "Meetinghouse Use Policies" that are included in this application to use the Lexington Friends Meetinghouse. We agree to indemnify and hold harmless Lexington Friends Meeting from any claims or losses or damages or other liabilities that may be asserted against Lexington Friends Meeting. In exchange, the Meeting agrees to supply you with a safe, clean, and pleasant facility.

Signature of Organization's Representative

Print Name

Date: _____

Return to:

Ben Griffith, 101 Crestwood Dr, Frankfort, KY 40601

For more information, please contact Ben Griffith (502) 330-4989.