

**SANTA CRUZ FRIENDS MEETING**  
**225 Rooney St. Santa Cruz Ca. 95065**  
**BUILDING USE AGREEMENT**

Room requested:

Worship Room (maximum occupancy 120) \_\_\_\_\_

Fellowship Room (maximum occupancy 30) \_\_\_\_\_

Worship Room & Fellowship Room (maximum occupancy 150) \_\_\_\_\_

Room 2 (maximum occupancy 12) \_\_\_\_\_

Group Name:

Date, Time and Hours Requested:

Group Purpose:

Contact person:

Email Address:

Telephone number:

Number of people expected to attend: \_\_\_\_\_

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**Regulations/Guidelines for Meetinghouse Use**

Outside groups are asked to read and check each item below.

\_\_\_\_\_ 1. Building use must be consistent with the principles of the Religious Society of Friends.

\_\_\_\_\_ 2. Smoking, alcohol, and incense are not allowed. We ask groups to refrain from use of perfumes, and other significant scents due to fragrance allergies of members. Food and beverages are not allowed in the Worship Room. Smoking only in parking lot away from buildings and cigarette butts must be disposed of properly (sand filled buckets).

\_\_\_\_\_ 3. Bulletin boards in the building are for the use of the Friends Meeting only. Please feel free to display your literature while meeting and remove your items when you are done. Please do not put holes in the walls, and be mindful of gently affixing anything to the walls.

\_\_\_\_\_ 4. Please move furniture only as necessary, and please do not drag anything. Anything moved must be returned to its prior location (diagrams posted next to doorways for each space).

\_\_\_\_\_ 5. The kitchen is not available at this time. At some point in the future: plates, cups, coffee machine, tea kettle and microwave may be available for use, oven may be used for serving, not preparing food. More extensive use of the kitchen will only be by prior arrangement.

\_\_\_\_\_ 6. Groups using the building are responsible for tidying up:

a. Instructions for cleaning, and trash/recycling are posted on the kitchen door. All trash and recycling generated by your group should be put in cans behind the meeting house.

b. Lights should be turned off .

c. All doors and windows need to be locked and locked doors tested from the outside.

\_\_\_\_\_7. Safety: Our buildings are equipped with First Aid supplies. Report any accidents or injuries to the calendar clerk (Mimi at 831-588-5414). No phone is available. Cell phones must be used for 911.

\_\_\_\_\_8. Pets are not allowed in the building other than certified service animals. Pets outside the building must be on a leash.

\_\_\_\_\_9. Please, do not use "Friends Meeting" in group advertising; rather, use Quaker or Friends Meetinghouse to designate location.

\_\_\_\_\_10. Key lock box code is only for the contact person listed on agreement or their alternate. That person is responsible to replace key in lock box before leaving the building.

\_\_\_\_\_11. Put checks and cash in the appropriate envelope and place in the safe in the hallway or mail to 225 Rooney St.

**Deposit:** Cleaning deposit is \_\_\_\_\_

Donation: \$\_\_\_\_\_/hr per room.

Groups	before 5pm M-F	after 5 pm and weekends
Worship room (capacity 120)	\$20 per hour	\$25 per hour
Fellowship room (capacity 30)	\$20 per hour	\$25 per hour
Room 2 (capacity ~12)	\$15 per hour	\$20 per hour

Agreed upon Donation for Rental Period [This Box is for Office Use Only]

Signing this request indicates to us that you have carefully read the **Regulations for Meetinghouse Use** and agree to abide by the regulations.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Call calendar clerk at 831-588-5414 or email [santacruzcalendarclerk@gmail.com](mailto:santacruzcalendarclerk@gmail.com)