

# Madison Friends Meetinghouse Building Use Guidelines & Fees

1704 Roberts Court, Madison, Wisconsin

Email: [mmmresidentfriends@gmail.com](mailto:mmmresidentfriends@gmail.com)

Phone: 608-256-2249

## **Please read carefully before filling out the reservation form**

Madison Friends Meetinghouse is offered for use to our members/attenders, to community groups for meetings and workshops, and to individuals and families for such occasions as weddings, memorials, and family gatherings. We wish to have the Meetinghouse used in ways that support Quaker values: *Peace, Simplicity, Equality, Integrity, Community, and Environmental Stewardship*. We are committed to being an anti-racist organization.

Priority will be given to use by the Meeting for worship, committee meetings, and other similar activities.

**Fees** — Fees will be charged to groups and individuals according to the attached fee schedule. Non-profit organizations that share Quaker values may request a 50 percent reduction (or, in rare cases, a fee waiver) for room and AV fees when you submit the reservation form. Groups with recurring meetings may receive a 10% discount when paying for the full year in advance. Weddings and memorials are charged the whole building rate unless other arrangements are made in advance. Fees are to be paid in advance by check. Alternatively, you may request an email invoice, which is paid by credit or debit card. If you need to cancel the reservation, please let the Caretakers know at least 48 hours in advance.

**Setup and Clean up** — Groups or individuals using the building will be responsible for setup and clean up. This includes returning furniture to original locations, cleaning premises (and kitchen if used), disposal of trash in receptacles, and leaving the space in a general “picked up and orderly” appearance. Your cooperation helps us keep the fees as reasonable as possible. If additional cleaning is needed to return the space to its original state, a cleaning fee may be charged.

If you encounter any routine maintenance or cleaning issues please notify the Meetinghouse Caretakers by phone, 608-256-2249, or email ([mmmresidentfriends@gmail.com](mailto:mmmresidentfriends@gmail.com)).

*For help with an immediate problem (such as a plumbing, electrical or heating/cooling malfunction) please call or text the Caretaker’s cell phone: **608-381-0563***

**In an emergency call: 911**

**Guidelines for Building Use** – Reasonable care of the building and equipment is required at all times. Users should expect to tidy and restore rooms to their normal condition (see User Manual on desk in lobby). Report damage or breakage promptly to the Meetinghouse Caretakers. Repair or replacement costs may be charged.

Invitations and announcements for events may use the name of the Meetinghouse only as the designated location.

Children must be supervised at all times to prevent accidental injuries or damage to the property. Toys may be used, but please clean them as needed and return them to their places. Art supplies may not be used.

Service or assistance animals are welcome, but please do not bring pets or other animals into the Meetinghouse or grounds.

An elevator (42” x 60”) is available to facilitate access between Meetinghouse levels. It can accommodate a person in a wheelchair and a companion.

Parking in the Meetinghouse lot may be available depending on your dates/times. This will be determined by the Meetinghouse Caretakers. Parking spaces are available on nearby streets and in public lots. Check parking information signs carefully for restrictions, times and fees.

Food may be consumed on the lower level and in the Friends Room on the main level. Use of caterers is allowed. Food deliveries should be made to the lower level.

Please keep noise levels moderate and respectful of neighbors and other building users

WiFi is free and some AV equipment is available. Some AV fees apply.

Covid guidelines – Renters assume liability for limiting/mitigating Covid transmission. Meeting-sponsored events are expected to follow Meeting’s current guidelines.

The Meetinghouse is a smoke-free and alcohol-free building. Other specific restrictions include:

- No illegal drugs
- No firearms or illegal weapons
- No open flames. Candles may be used with permission of the Caretakers
- No tape on walls or floors
- No glitter or confetti

## Friends Meetinghouse Use Fees

Madison Friends Meeting offers its Meetinghouse and grounds for community use in line with Friends' spiritual values and testimonies. To provide for regular upkeep, general maintenance and other facility expenses, we ask groups using the Meetinghouse to contribute financially according to the following guidelines.

***Fees are to be paid in advance by check or electronically via emailed invoice. An advance deposit may be required for all-day and/or whole building events.***

- *Groups with recurring meetings may receive a 10% discount when paying for the full year in advance.*
- *Non-profit organizations that share Quaker values may request a 50 percent reduction in room and AV fees (or, in rare cases, a fee waiver) when you submit the reservation form.*
- *Memorial services and weddings are charged the whole building rate unless other arrangements are negotiated in advance.*

<b>Main Floor</b>	<b>First 2 hours</b>	<b>Each additional hour</b>	<b>All Day</b>
Main Meeting Room	\$50	\$20	\$170
Friends Room	\$35	\$15	\$125
Library	\$25	\$10	\$85
Sunroom	\$20	\$10	\$80
<b>Entire Main Floor</b>	<b>\$100</b>	<b>\$40</b>	<b>\$340</b>

<b>Lower Level</b>	<b>First 2 hours</b>	<b>Each additional hour</b>	<b>All Day</b>
Dining Room+kitchen	\$50	\$20	\$170
Dining Room only	\$35	\$15	\$125
Kitchen only	\$30	\$15	\$120
FDS Red	\$25	\$10	\$85
FDS Green	\$25	\$10	\$85
Nursery	\$20	\$10	\$80
<b>Entire Lower Level</b>	<b>\$100</b>	<b>\$40</b>	<b>\$340</b>

<b>Whole building</b>	<b>4 hours</b>	<b>All Day</b>
No food	\$300	\$500
Includes food	\$400	\$600

***Please be mindful of other users and return the room(s) to their received condition, according to the User Manual and guidelines provided by the Caretakers. Fee may be charged if additional cleaning is required following the group's use.***

**Inquire about using the Madison Friends Meetinghouse via email to:**

[mmmresidentfriends@gmail.com](mailto:mmmresidentfriends@gmail.com)

**Use Guidelines and Reservation Form available online at:**

"Meetinghouse Rental" heading: [www.madisonfriends.org](http://www.madisonfriends.org)

# Friends Meetinghouse Room Reservation Form

1704 Roberts Court, Madison, WI 53711  
Email: [mmmresidentfriends@gmail.com](mailto:mmmresidentfriends@gmail.com)  
Phone: 608-256-2249

Today's Date:

## **ORGANIZATION/USER GROUP CONTACT INFORMATION**

Group or Organization

Address (Street, City, State, Zip)

Contact Person

Phone

E-mail

Description of Group or Organization

## **ROOM RESERVATION REQUEST**

### **Date(s) Requested**

**Start Time** (Please include time for set up and take down):

**End Time** (Additional fees apply if event runs over the time reserved):

### **Room(s) Requested (mark all that apply with an X after the name)**

Main Meeting Room (MM) [  ]      Kitchen (K) [  ]      Green Classroom (G) [  ]

Friends Room (F) [  ]      Dining Area (D) [  ]      Red Classroom ( R ) [  ]

Library (L) [  ]      Nursery (N) [  ]      Sun Room (S)

Entire Main Level (ML) [  ]      Entire Lower Level (LL) [  ]      Whole Building (W) [  ]

## **EVENT INFORMATION**

Description of Event

Estimated number of people attending

Will food or beverages be served?      Yes [  ]      No [  ]

**EQUIPMENT (Check all that apply)**

User will bring in own equipment [ ]      Piano [ ]      Cooking in the kitchen [ ]

Using Meetinghouse dishware [ ]      Caterer being used [ ]

Name and contact information of caterer:

**AV EQUIPMENT (Check all that apply)**

Microphones (2) - Main Meeting Room only (included) [ ]

Wifi (included) [ ]

AV Cart with tv screen and owl camera - \$50 [ ]

Computer Projector and projection screen - \$25, no computer provided [ ]

Assistance setting up equipment & unlocking AV cabinets -\$50 up to 1 hour [ ]

*(Inquire about availability)*

## **FEE REDUCTION REQUEST**

*Do you request a 50 percent reduction in room rates and AV fees (or, in rare cases, a fee waiver) as a non-profit that shares our Quaker values? These values are: Peace, Simplicity, Equality, Integrity, Community, and Environmental Stewardship. Yes [ ] No [ ]*

If yes, please answer the following questions. Do not submit a contract form (pg. 7) until the requested fee is confirmed.

Is your group connected with Madison Friends Meeting? yes [ ] no [ ]

How?

Please give the name and contact information of a person connected with Madison Friends Meeting who will act as a liaison, or request to be connected to a volunteer liaison. Caretakers will refer your request to the convener of an appropriate committee.

Liaison name:

Liaison current email or phone number:

**Madison Friends Meeting RESERVATION CONTRACT AGREEMENT**

I have read the guidelines and take responsibility for seeing that my group abides by them. I will be responsible for reimbursement to Madison Friends Meeting for repairs and cleaning. If there are damages to the facilities and/or excess cleaning required after use of the building or the event runs over the scheduled time allotted, I understand I may be invoiced additional fees.

**WAIVER OF LIABILITY AGREEMENT**

(Name of Renter) hereby assumes entire responsibility and liability for any and all damage or injury of any kind or nature to persons, whether employees or otherwise, and to property, real or personal including adjoining property, caused by or resulting from the use of the premises and facilities of the Madison Monthly Meeting (“the Meeting”) and agree to indemnify, defend and hold harmless the Meeting, its agents or its employees from any and all claims, suits, actions, liability, loss, expense, damage or injury to persons or property caused directly or indirectly by my group, its agents, members, or employees, or any or all persons acting in their behalf or under their supervision, while direct or indirect.

This contract is in force for one year from the date of signing. Renewals are available in consultation with Meetinghouse Caretakers, if space is available.

Name:

Organization:

Title:

Signed (A signature is required.):

Date:

**Payment by Check** - Please make checks payable to **Madison Friends Meeting.**  
**Mail or Deliver to: 1704 Roberts Court, Madison, Wisconsin 53711.**

**Payment by Credit or Debit card** – Check here to receive an email invoice [ ]  
**Email address (required):**

**For Staff Use Only**

Room use fee(s) \$

Additional fees \$ Describe

AV fees \$ Describe

Deposit (if required) \$

**Total fees \$ Check # Invoice # Date paid**