

Milwaukee Monthly Meeting of the Religious Society of Friends

3224 N Gordon Place
Milwaukee, WI 53212



Meetinghouse Use Application



Our meetinghouse is fully accessible to those with physical disabilities.

Name of Group/Individual	
Contact Person	Phone
Mailing Address	Email
IRS 501 ID Number (for non-profit groups)	Number of Participants
Frequency <input type="checkbox"/> One Time <input type="checkbox"/> Annually <input type="checkbox"/> Weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly _____	Begin Date _____ End Date _____
Start time (include setup) _____ A.M. P.M. End time (include cleanup) _____ A.M. P.M.	Have you used our facility in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe planned event (continue on back of page or attach brochure)	

References

Please list sponsors from Milwaukee Friends Meeting or other references	
Name	Phone

Resources

Will you be serving food? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please check one: <input type="checkbox"/> Beverage and snack <input type="checkbox"/> Buffet meal <input type="checkbox"/> Sit-down dinner	
Caterer or person serving food	Phone
Children must have adult supervision at all times	
Children's supervisor	Phone
Please list any equipment (audio/visual aids, electronics, music, etc.) that you will bring	
Please list any equipment that you wish us to provide	

Facilities

Check all rooms that you wish to use

- | | |
|--|---|
| <input type="checkbox"/> Main Floor (1,988 sq. ft. — capacity 100 people) | <input type="checkbox"/> Lobby/Kitchenette Area (294 sq. ft.) |
| <input type="checkbox"/> Meeting Room (1,526 sq. ft.) | <input type="checkbox"/> Reading Room (357 sq. ft.) |
| | <input type="checkbox"/> Lower Level Kitchen (warming ovens, dishwashers, and microwave) |

Fees

Checks for building use should be written to **Milwaukee Friends Meeting**. Reimbursement rates are based on maintenance costs averaged per square foot. Set-up and clean-up time must be scheduled.

The fee schedule below is for private uses (events arranged for an individual or business).

Regular Fee

Area	3–6 hours (half-day)	6–12 hours (full day)
Main Floor	\$ 250	\$ 350

Fees for nonprofit groups are reduced (see below). Meeting may further reduce fees for nonprofit groups.

Written requests for should be submitted with this completed use application. Meetinghouse committee will give careful consideration to all requests. Approved reduced fees remain in effect for one year.

Non-Profits

Area	4 hours (min)	full day
Main Floor	\$150	\$ 200

Deposit & Insurance

A damage deposit of \$100 is required with the application from all first time users. **This must be submitted as a separate check if you are to be reimbursed.** The check for damage deposit will be returned to you upon satisfactory inspection after use.

Groups and individuals should provide a certificate of insurance to meeting prior to use or users may be asked to sign a "hold harmless" agreement.

Reimbursement Fees should be received a minimum of one week prior to use.

Both deposit and fee checks should be made payable to **Milwaukee Friends Meeting** and mailed to:

Meetinghouse Use Coordinator
Milwaukee Friends Meeting
3224 N. Gordon Place
Milwaukee, WI 53212

Other contact information:

Email: meetinghouse@milwaukeequakers.org
Voice mail: (414) 263-2111

I have read and agree to the above and the attached Milwaukee Friends meetinghouse and the Koenen Land Preserve Rules.

Signature_____ Date_____

Milwaukee Monthly Meeting of the Religious Society of Friends

3224 N Gordon Place
Milwaukee, WI 53212



Meetinghouse & Koenen Land Preserve Rules

Milwaukee Monthly meeting relies on volunteer help. The success of our Meetinghouse Use Program depends on your cooperation. Please share these rules with others in your group.

- **No Alcoholic** beverages are permitted.
- **No Gambling** or Games of Chance.
- **No Smoking** in the meetinghouse. Smoking is permitted only outdoors.
- **Fires, scented candles, smudging and incense are not permitted.**
- **No glitter, sequins, or confetti** may be brought into the meetinghouse.
- **No candles *unless approved in advance*** (allow 4 to 6 weeks for approval)

Outdoor Use

Please respect our Land Preserve. Stay on designated paths. Do not pick flowers or plants. Use caution near the river's edge. Questions about use of the Preserve should be directed to the Land Committee of Milwaukee Friends Meeting.

Children

Children Must Be Supervised at all times to prevent accidental injuries or damage to property. Toys may be used, but please return them to their places. Please do not use our art supplies.

Decoration and Signs

Obtain permission from Meetinghouse Committee before posting any signs or decorations. Please use tape only on glass surfaces.

Meetingroom

Beverages and light fare may be served on the main floor. The lobby/kitchenette area may be used for lunch or brunch buffets. Please stack chairs after use (not more than 5 high). Avoid dragging chairs on parquet floor. Tables are stored in compartment between rest rooms on main floor and below stairways on the lower level. Please replace after use.

Kitchen

Our kitchen is not available for food preparation. Please bring food ready to serve or reheat in ovens or on range top. Microwaves and coffee makers are available. We have dishwashers on both floors. Dinnerware is stored in lower cabinets out side of lower level kitchen.

Cleanup

Please ask people from your group to clean up. Your participation in keeping our facility pleasant enables us to keep it available for community use.

Closing

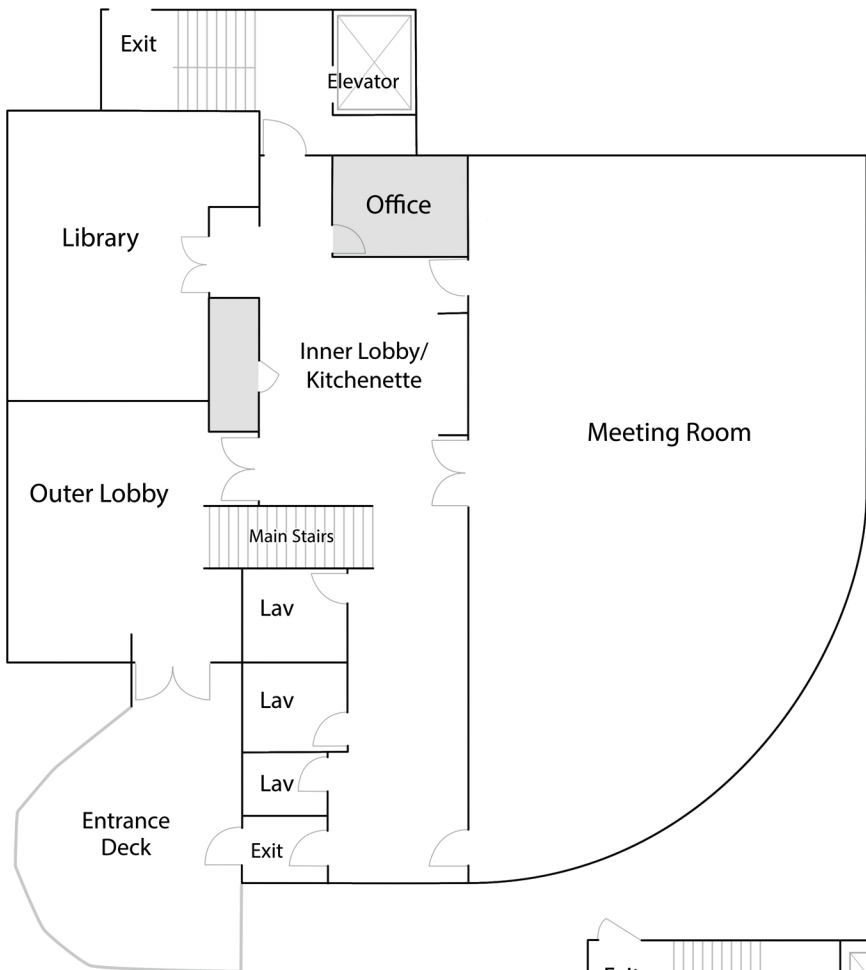
All exterior doors and windows must be locked. Please check lower level exit door to the East, between levels exit to North and two exits onto front deck. Double doors must be locked from the inside. You must exit through alternate (West facing) door on deck.

Security Policy

Effective March 5, 2017

The purpose of Milwaukee Monthly Meeting's security policy is to maximize safety for users of the meetinghouse and secure property within the meetinghouse. The policy is effective immediately. Non-adherence issues will be addressed by the Meetinghouse Committee. The policy is as follows:

1. Milwaukee Monthly Meeting requires all users (members, attenders, outside groups, tenants, committees and individuals) to maintain the security of the meetinghouse by locking the main doors during use of the building.
2. A representative from every group using the meetinghouse should be stationed by the main doors to monitor who is entering the building until the door is locked. Late arrivals can use the doorbell to gain access.
3. After participants have arrived the main doors must be locked, and remain locked, or physically monitored for the duration of the event/use. The main door will be open for Sunday morning worship. Greeters will be responsible for locking the doors at the start of adult Religious Education (approximately noon).
4. Unauthorized individuals in the building or in the immediate area should be asked to leave. If an individual refuses to leave, contact the Milwaukee Police Department at 911. The Steward should also be contacted.
5. At the end of every event all the doors must be secured.
6. The Meetinghouse Use Coordinator or Steward will advise scheduled weekday users of any individual or group authorized to access the building.



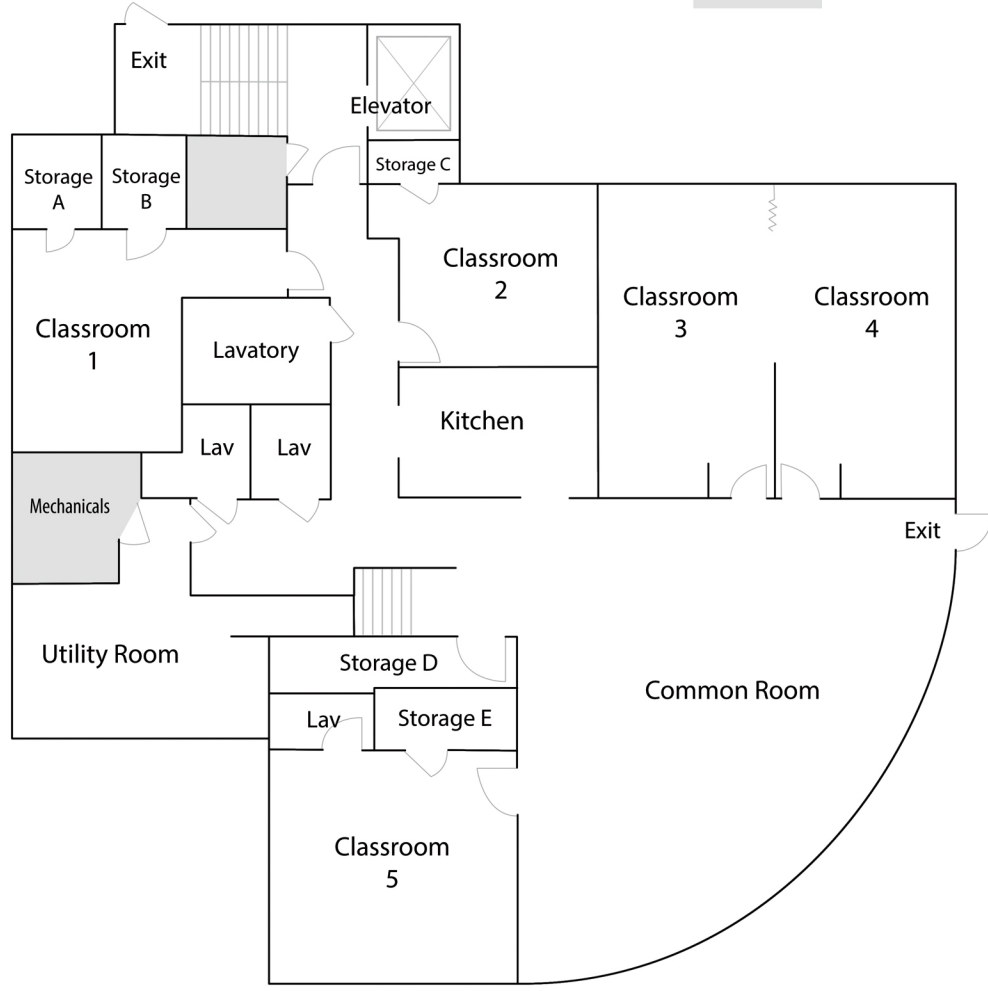
MILWAUKEE FRIENDS MEETINGHOUSE
3224 N. Gordon Place
Milwaukee, WI 53212
www.MilwaukeeQuakers.org

Upper Level



Private areas

Lower Level



Milwaukee Monthly Meeting of the Religious Society of Friends

3224 N Gordon Place
Milwaukee, WI 53212



Directions

Parking is limited; please car pool.

During non-school hours, parking is available at the Gaenslen School lot on the right at the end of Auer Avenue. Follow sidewalk from the lot to the meetinghouse.

From South

I-43 North to Locust Street exit
East (right) on Locust to Humboldt Blvd.
North (left) on Humboldt to Auer Avenue
East (right) on Auer to dead end
Left at dead end to meetinghouse on right

From North

I-43 South to Capitol Drive exit
East on Capitol to Humboldt Blvd.
South (right) on Humboldt to Auer Ave.
East (left) on Auer to dead end
Left at dead end to meetinghouse on right

From West

East to I-43 North, then continue as above

