**CONTACT PERSON’S GUIDELINES** **For assisting with the use of Gwynedd Meeting facilities**

**A. The Contact Person is assigned or volunteers from one of the following committees:**

1. From the Care & Counsel Committee, if a Meeting member, regular attender, or Foulkeways resident is requesting the use of Meeting facilities, for **other than** a memorial service or funeral.
2. From the Sub-committee for Assistance in the Event of Death (under the Worship & Ministry Committee), if the request is for a memorial service or funeral.
3. From another committee, if the applicant’s activity is associated with that committee.
4. From the Hospitality Subcommittee (under the Property Committee), if the applicant is not connected with Gwynedd Meeting or the activity is not under the care of another committee, or if the activity is sponsored by Philadelphia Yearly Meeting or Abington Quarterly Meeting.

**B. The Contact Person is given a copy of the *Request and Agreement* Form**

After the form has been filled out by the applicant and a representative from the Meeting or a committee, and the request has been approved.

**C. The Contact Person’s responsibilities may include some or all of the duties listed below:**

1. Telephones or e-mails to establish communication with the “Responsible Adult” (RA) who signed the Request and Agreement Form and the Hold Harmless Form.
2. Asks and answers questionsabout the event and our buildings and grounds.
3. Facilitates all ongoing interactionbetween Gwynedd Friends Meeting and the person/organization/group using our facilities and/or grounds.
4. Ensures that the RA understands regulations, restrictions, and responsibilities as stated in the Policy and Procedure handout for those requesting use of Meeting facilities.
5. Notifies RA of the availability of Caretaker’s assistance with setup and breakdown for an additional fee (See Cost Sharing Table) or arranges for volunteers to provide this service.
6. Ensures that the RA knows that they need to assign a parking director and someone to greet and direct guests toward the entrance**.**

Parking lot capacity is approximately 100 cars. If there will be one or more limousines, decide where they could park. If police direction of traffic is desired at one or both entrances, the Responsible Adult should make arrangements. The Lower Gwynedd Township Police telephone number is on the Request & Agreement form.

1. Checks with applicant to see if there will be anyone known to be using a wheelchair**.**
2. Makes note of the telephone number of the Caretaker for help or information**.**
3. Instructs caterer or RA about our recycling procedures**.** Disposable plastic (marked #1 through #7) **must** be rinsed and recycled per posted instructions and placed in marked containers in kitchen drawers or in collection bin outside the door. There is a compost pot in the kitchen and a compost bin by the playground shed. Composted food contains no dairy, meat or fish products. Be sure kitchen is cleaned, no event food remains, and dishes are washed and put away. **We discourage use or storage of plastic and paper goods.**
4. Opens the building at the agreed-upon time. Obtain a building key, or learn a code for keypad at library exterior door, or keypad or key-containing boxes at the front and rear entrances. Use hex wrench (near door) to keep front/back doors locked/unlocked. In 1823 Building Worship Room and Adult Quaker Education (AQE) Room doors have sliding bolt locks and top and bottom bolts, and are taped in winter to prevent heat loss.
5. Receives deliveries or opens the building so others may be present for expected deliveries.
6. Makes sure heat is turned on in cold weather, and rented spaces (kitchen) are clean.Worship Room thermostat is on a post by facing benches. If AQE air-conditioner is used, start it several hours before event and keep all doors closed. In hot weather, attic fan vents the 1823/1948 buildings with interior doors kept open.
7. Is present during the event, if requested, or if you feel it would be advisable.
8. At the time specified for the ending of the event, checksto see that trash has been emptied in tied plastic bags into the dumpster, furniture has been replaced, the building has been left in a condition suitable for the next use (including paper goods and condition in rest rooms), and there is no damage and no need for excess cleaning that would require use of security-deposit funds.   
     
   May wish to ask someone from the Meeting, the Caretaker, or someone from the applicant’s group to help with the checking and closing of the building.
9. Informs the Office Manager whether deductions are needed from the security deposit. If there is damage, or if excessive cleaning is necessary and no security deposit was required, inform the Office Manager or clerk of the committee associated with the applicant.
10. Returns thermostat settings to recommended low temperature. Closes windows and doors. Turns out lights (if not on motion sensor). Switches for overhead hall lights are by the kitchen door and by the back door at end of hallway.
11. Locks the building. To lock front/back doors, squeeze bar, insert Hex wrench (placed nearby) into hole and turn.

**Helpful Information**

Parking - Our parking lot has approximately 100 spaces for cars.

Tables and Chairs – we have the following quantities:

ten 6' x 30" adjustable-leg tables in the Community Room or in the adjacent storage closet.

two 6-foot-long tables with red edges in the Community Room. To lengthen the legs on these two tables, use hex wrenches from the kitchen drawer near the door to the Community Room.

five 48"x30" tables with folding legs (not adjustable height), two 48"x24" tables with folding legs, one hinged table unfolds to 72"x30", and five card tables 30"x36". Three more card tables are in Mechanical Room upstairs.

tables for children - three 41"diameter round, and four rectangular approximately 4' long.

165 vinyl-upholstered stacking arm-chairs, in the Community Room large closet, & 1823 building two rooms.

30 black stacking chairs/metal legs in Community Room large closet. 16 pale blue stacking chairs upstairs.

6 armless stacking chairs and 8 folding chairs in the Meeting office.

32 child-size metal-leg chairs in Preschool storage closets, 30 child-size wooden chairs in Community Room, and one plastic booster seat for toddlers under the kitchen island sink.

Tablecloths in kitchen cupboard at the right under the pass-through, must be washed, ironed, and returned by user.

Meeting for Worship Room and AQERoom.

Capacity: Worship Room: 105 persons; plus facing benches, 46.Space for 1 wheelchair. Balcony70.

AQE Room: chairs 30 (+/-), benches approx. 60 persons plus facing benches 32, Balcony 80 persons.

A two-person “wedding bench” is at the top left of the facing benches in the Worship Room. This bench can be put between the facing benches, after removing the bottom step by loosening two bolts and two screws (need a good screwdriver).

Ceiling fansfor both rooms are operated by dial switches in a wall-mounted box at the right of the facing benches. **(**Note: no helium balloons are allowed in the buildings**,** to prevent damage to fans.)

The dividing panels between the two roomscan be opened and closed by the Caretaker or by a member of Property Committee.

Hymnals are stored on bookshelves or in the cupboard at the top of the steps leading to the sofa Parlor.

Calendar board, easel and box of name-tag boardscan be stored in the closet at top of nearby steps, in the Library or in the second floor hallway. Turn chairs to face the event.

Fire Extinguishers are at back of Worship Room and front of AQE Room.

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