

Greene Street Friends Meeting

Rental Request

45 W. School House Lane, Philadelphia, PA 19144

Phone: 267-285-0553 Email: secretary@greenstreetfriendsmeeting.org

General Information

Name of Organization: _____ Mailing Address: _____
Name of Contact: _____
Contact telephone #: _____
Contact Email: _____
Name of Person who will represent your group while you are here: _____
Name of GSFM committee (if any) supporting or sponsoring event: _____
Name of GSFM committee contact person (if any): _____

Space Requirements:

Date(s) required: _____ Number of times of use: _____
Nature of the event: _____ Time for access: from ____ am/pm to ____ am/pm
Nature of the event: _____ Number of people expected: _____
Will you be serving food? Yes _____ No _____
Will a fee be charged to attendees? Yes _____ No _____ If yes, amount of fee: \$ _____
Rooms requested: _____ *Fee(s) for room(s): _____ *See fee schedule

Meetinghouse Use Expectations

- Do not consume alcoholic beverages or smoke in the Meetinghouse or on the grounds.
- You will be responsible for setup and clean up, including taking all of your trash, recycling, and compost away from the building and grounds and (if needed) sweeping or mopping the floors of the rooms you used. (See the rental guidelines for more information. We do not have daily staff for janitorial tasks or trash removal. You can expect to find a room clean and are expected to leave the room as clean, or cleaner than you found it. Your cooperation helps us keep the cost of space rentals to a minimum.
- Your event will be assigned the space requested when you make a reservation, and you must use your assigned room and not interfere with other activities in the Meetinghouse.
- Your security deposit will be returned within 30 days of your event if and only if you have a) removed all trash and taken it with you, b) completed the Meetinghouse Exit Checklist and left it in the mailbox, c) left the meetinghouse as clean or cleaner than you found it, and d) you did not violate any of the conditions listed here. Failure to comply with these expectations will result in forfeiture of your deposit.
- Report all personal injuries and damages to secretary@greenstreetfriendsmeeting.org promptly.
- Assist animals are welcomed, but do not bring pets or other animals into the Meetinghouse or grounds.

Hold Harmless Agreement: I assume 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 GSFM (“the Meeting”) and agree to indemnify, defend and hold harmless the Meeting, its agents or its employees from and against any and all claims, suits, actions, liability, loss, expense, damage or injury to persons or to property caused directly or indirectly by my group, its agents, members, or employees, or any and all persons acting in their behalf or under their supervision, whether direct or indirect. I agree to comply with the above Meetinghouse Use Expectations and Hold Harmless Agreement and to pay the fee(s) that may be agreed upon or invoiced. I have read and will follow the GSFM Guidelines and Resources for Use of the Meetinghouse” so I know what is expected of me.

Signed: _____ Title _____
Print Name: _____ Date: _____

If the space is available your reservation will be put on the calendar as “tentative”, confirmation will be given after we receive this completed, signed form and a designated meeting member has been named. Payment for use of the space is expected two weeks after your reservation has been confirmed.

For Office Use:

Date invoice sent: _____ Date deposit returned: _____
Date(s) of event: _____ Room(s) assigned: _____
GSFM member covering the event _____