

# Friends Meeting of Washington

## Event Rental Guidelines

**Alcohol:** The serving of beer and wine only (no hard liquor or spirits) is permitted for weddings, funerals, and fundraisers and only with preapproval by FMW's office. It may only be served in selected parts of the campus and in accordance with our alcohol policy (provided separately). Alcohol is not permitted at any time during or following any other type of event or in non-authorized campus locations.

**Appropriate Activity:** The User takes responsibility for ensuring that the Facility is used in a safe, responsible, and lawful manner that respects the facility, its neighbors, and its other users.

Groups must be respectful of our historic property. Use of tacks in existing peg boards in the Assembly Room is permitted. Use of tacks and nails on the walls is prohibited, and only blue (painter's) tape may be used. No glitter or confetti is permitted. Anything added to the space must be removed or cleaned up by the conclusion of the event. Any costs incurred by FMW for damage to the Event Space will be deducted from the damage / contingency deposit.

**Audio Visual Equipment:** The User may borrow FMW's video projector and/or voice projection system at an additional charge during their event rental. The point of contact (see below) is responsible for ensuring the borrowed equipment and all included cables are returned to FMW staff in the same condition in which they were received. The cost of replacing any missing components may be deducted from the damage / contingency deposit returned to the User.

**Candles:** Candles shall be enclosed in cups or in hurricanes to reduce risk of fire and to prevent wax deposits.

**Capacities:** Meeting Room: 300; Assembly Room: 75; Decatur Place Room: 25; Quaker House Living Room: 40; Terrace Room: 12; Parlor: 15; Library: 8. Capacities vary according to room configuration and use of outdoor spaces.

**Catering:** FMW is equipped with a simple serving kitchen, which is available by reservation for a fee, and may be used to the extent authorized by FMW. **Only water is permitted in the Meeting Room; no food or other beverages are allowed in that space. Our kitchen is not commercial grade and is thus unavailable for cooking full meals.** Food deliveries for your event must occur within the hours scheduled for your event setup. **ALL FOOD AND BEVERAGES MUST BE REMOVED FROM THE PREMISES AT THE END OF THE EVENT.**

**Ending Time:** All events must conclude and the premises must be cleaned and vacated by the User and its agents at or before the agreed-upon ending time. The premises must be left in the condition in which they were found. FMW may retain some or all of the damage/contingency deposit if the premises are not vacated by the agreed upon time and/or for costs incurred by FMW for damage to the Event Space.

**Noise Levels:** The User agrees to ensure that noise levels are not disruptive. Per the DC noise control ordinance, they must not rise above 60 dB(A) during the daytime or 55 dB(A) at night (after 9pm).

**Parking:** FMW does not provide parking. Parking is available on the street and at paid garages (see FMW website). Valet parking may be arranged by the User.

**Point of Contact:** FMW staff must be provided with the name of a point of contact who will be present for the duration of the event and responsible for cleanup of the space.

**Setup and Cleanup:** FMW allows for the use of our tables and chairs if requested in advance of the event. However, our staff does not set up tables, chairs or decorations for your event or cleanup afterwards. Please schedule adequate time into your rental for your own volunteers/staff to complete these tasks.

**Smoking:** Smoking (including vaping) is prohibited on the premises both inside and outside.

**Table Service:** The User will bring their own serving utensils, table service, table cloths, napkins, coffee urns, cups, plates and all other supplies needed for the event. FMW does not provide linens or table service.

**Please note that the building has no elevator and there is wheelchair access only to certain portions of the building.**

**Friends Meeting of Washington reserves the right to ask anyone not meeting our outlined standards to leave the premises.**

**Injury to persons or damage to property must immediately be reported to FMW.**

**The User must complete the entire checklist of cleaning below before leaving.**

- ◇ All spills and breakage cleaned up promptly
- ◇ All visitors cleared of premises at end of event
- ◇ All food and beverages removed—no overnight storage allowed
- ◇ All furniture returned to the position it was in upon your arrival
- ◇ All equipment and temporary furniture returned to their storage positions without damage to equipment, floors or walls
- ◇ Audiovisual equipment (if rented from FMW) returned to staff with all cables and accessories included
- ◇ All event items removed from peg board areas and outside signs taken down
- ◇ All trash removed from building without dripping, placed in outside garbage bins and covered; food waste placed in FMW's compost bin or removed by the caterer.
- ◇ All recycling (glass and plastic bottles, metal cans, cardboard and clean paper) placed in outside blue recycling dumpsters
- ◇ All kitchen surfaces thoroughly cleaned if FMW has authorized kitchen use
- ◇ All damage or problems noted and reported to Friends Meeting of Washington staff as required by the Agreement
- ◇ All clean up completed by the end of the time reserved

**We have read the event guidelines and understand that our failure to follow them may result in charges for damages, cleaning and/or overtime. Please return a signed copy to FMW.**

**User Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_