

# Friends Meeting of Washington

## Event Rental Guidelines

### 1. Who's Who?

#### **Event Organizer:**

The individual making arrangements with Friends Meeting of Washington (FMW) to rent event space is the Event Organizer. The Event Organizer is responsible for ensuring that the facility is used in a safe, responsible, and lawful manner that respects our historic buildings, the art and furnishings within them, our campus, our neighbors, and other users. Even if they are not present for all of the event, the Event Organizer is ultimately responsible for:

- Setup and cleanup of the space.
- Return of borrowed equipment and furniture.
- Resolving any issues that arise during the event (such as noise or excessive alcohol consumption, if applicable).

#### **Organizer's Point of Contact:**

The Event Organizer must name a **Point of Contact** (who may be himself or herself) who will be present for the duration of the event and who the Event Organizer relies upon in his/her stead for all the above-mentioned responsibilities.

- The Point of Contact must be available to speak with FMW Event Host(s) at any time during the event (including setup and cleanup) if required to resolve issues.
- The Event Organizer will provide FMW's Event and Rental Manager with the name and contact information of Point of Contact by 4PM on the last business day prior to the event.

#### **FMW's Event and Rental Manager:**

This individual will work closely with the Event Organizer and/or Point of Contact in scheduling all aspects of the event(s), handling payments, and answering any questions that arise prior to the day of the event. This individual may also function as the Event Host for events occurring during regular business hours on weekdays.

#### **FMW's Event Host:**

The Event Host is an FMW staff member who will be present for the duration of the event. In addition to responsibilities noted elsewhere in these guidelines, this individual unlocks and locks the buildings and is available to answer questions that may arise. An event rental includes the cost of one or more Event Host(s). The Event Host remains in the building until the Point of Contact and all guests have left.

FMW's Event and Rental Manager will provide the Event Organizer and/or Point of Contact with contact information (email and/or phone) for the Event Host at least 24 hours prior to the event.

### 2. General Event Information

#### **Accessibility:**

With the completion of our renovation, we have an elevator and nearly all of the campus is accessible to persons with physical disabilities. However, two rooms are not fully accessible: the Decatur Place Room and Terrace Room. Please inquire with any questions or concerns.

#### **Parking:**

Parking is not available at our venue. Limited street parking (with regulations strictly enforced) and other paid options (see [events.quakersdc.org](https://events.quakersdc.org) for options) are available nearby. The Event Organizer may arrange valet parking or transportation from another location at their own expense.

#### **Posters & Flyers**

Posters and flyers may be placed only in designated areas. The Point of Contact and guests may not affix signage in common spaces of the building without permission from FMW. These must be removed at the conclusion of the Event.

### Noise Levels:

The Event Organizer agrees to ensure that noise levels are not disruptive and to make their guests aware that noise in common spaces tends to carry inside the building. Certain spaces, particularly the Quaker House Living Room, are located in the vicinity of office spaces that may be occupied during regular weekday business hours. The Event Organizer agrees that their event will not disturb surrounding offices and to reduce the volume of activities if requested by FMW's Event Host or an office tenant.

Per the DC noise control ordinance, noise must not rise above 60 dB(A) during the daytime or 55 dB(A) at night (after 9pm). This is particularly important for events taking place outdoors in our gardens. FMW Event Hosts may monitor noise levels during your event and are empowered to request that music or other sound be turned down.

### Room Capacities:

The Event Organizer agrees to communicate clearly with FMW about expected numbers of people at events, and to respect legal room occupancy limits as defined by the DC Fire Marshal and listed on the FMW website. Our spaces are subject to reduced occupancies due to COVID-19 and social distancing that may be set by the District of Columbia government.

### Changes / Cancellation:

In the event that the Event Organizer elects to make changes to or cancel their event, they are responsible for notifying the Event and Rental Manager (and the Event Host, if they have been provided contact information) in a timely manner, no later than 48 hours prior to the event start time. The full amount paid for the event is nonrefundable; however, the funds may be applied to a rescheduled date falling during FMW's current fiscal year (ending June 30th) upon payment of a rescheduling fee.

Within 48 hours of the event, should inclement weather, an act of God, or other events beyond the Event Organizer's control make it necessary to cancel the event, it may be rescheduled at no additional cost within the current fiscal year. FMW follows the federal government (as posted online at [www.opm.gov/status](http://www.opm.gov/status) or reported in major media) in making decisions regarding closures for inclement weather or other emergencies.

## 3. Appropriate Activity

The Event Space is to be used only for the agreed upon activity, per the contract. Friends Meeting of Washington reserves the right to ask anyone behaving inappropriately to leave the premises.

### Permitted:

- Candles are permitted (when continuously attended) if placed on plates or in cups/hurricanes for safety and to prevent wax drippings. (Candles must be extinguished in unoccupied rooms.)
- Serving prepared food from the kitchen is permitted only as described in section 6 (Kitchen/Catering) below and only if kitchen access is arranged with FMW's Event and Rental Manager in advance.

### Not Permitted:

- Nothing may be affixed to the walls, ceilings or floors except with painter's tape; however, no tape is allowed on Meeting Room floor.
- Glitter and confetti are prohibited.
- Food & beverages (aside from water) are not permitted in the Meeting Room.
- Cooking in the kitchen is prohibited.
- Smoking/vaping (any substance) or drug use is not permitted anywhere on the FMW campus.
- Consumption of alcohol (without prior permission arranged in advance) **is prohibited**.

## 4. Use of FMW Furnishings and Equipment

### Audio-Visual Equipment:

- Event Organizer may borrow FMW's video projection and/or voice projection system on a first come first served basis if reserved in advance, but this equipment's functionality is not guaranteed. Please check with us regarding cables that we have and plan to bring any necessary adaptors to work with your equipment.
- Event Organizer is responsible for ensuring the borrowed equipment and all included cables are returned to FMW's Event Host in the same condition in which they were received.

- The cost of replacing any missing components may be deducted from the Security Deposit or otherwise charged to the Event Organizer.
- Due to past damage to the Meeting Room floor, no tape of any kind may be used to secure cables and cords to the floor in that space.
- The Event Organizer and guests may use FMW's WIFI network (password available upon request) at their own risk. We will make a reasonable effort to make our WIFI services available during each event but the WIFI's functionality is not guaranteed. Simultaneous use by multiple devices, livestreaming and other high bandwidth activities may severely affect the efficacy and speed of the WIFI network.

#### **Room Furnishings, Tables & Chairs:**

- The Event Organizer will request in advance the number and types of FMW-owned tables and chairs they would like to use.
- The Event Organizer is responsible for scheduling adequate time into space rental for their own volunteers and/or staff to set up furnishings, signage, decoration, and to complete clean up afterwards.
- The Event Organizer is responsible for ensuring furniture is returned to original positions without damage to floors, walls, the furniture itself, or any other part of the facility.
- FMW staff will not participate in setting up tables, chairs or decorations or in cleaning up afterwards unless specifically arranged in advance and specified in the contract.
- Benches in the Meeting Room may be rearranged but cannot be removed from this room and must be returned to their original location at the conclusion of the Event.
- Sofas, rug, lamps and other furniture in the Quaker House Living Room may only be removed from that space with permission of FMW staff and must be returned to their original location at the conclusion of the Event.

## **5. Alcohol**

Serving beer, wine, and champagne only (no liquor or spirits) is permitted for celebratory events and receptions if preapproved by FMW's Event and Rental Manager. Alcohol may only be served in selected parts of the campus and in accordance with our alcohol policy, provided separately, which must be signed by the Event Organizer. Red wine is not allowed in the Quaker House Living Room. All alcohol must be removed from the premises at the end of the event and may not be delivered before the start of the event rental.

## **6. Kitchen/Catering**

Access to the Meeting House kitchen is included with rental of the Assembly Room. The Quaker House Living Room includes a small kitchenette. Other event spaces do not include kitchen access, but this may be arranged for an additional cost.

- FMW maintains a list of preferred caterers; the Event Organizer is expected to select one from this list. Other caterers able to meet FMW's insurance and alcohol policies (if applicable) may be approved by the Event and Rental Manager for an additional fee.
- Our serving kitchen supports catered events through basic food preparation, reheating, and storage. It is not a commercial kitchen and is NOT available for cooking full meals.
- Food deliveries must occur within the hours scheduled for your event.
- FMW does not provide linens or table service. The Event Organizer supplies serving utensils, table service, tablecloths, napkins, coffee urns, cups, plates and all other supplies needed for the event.
- Food and beverage may be served in all spaces except for the Meeting Room, in which only water may be served. Food and beverages (including alcohol, if permitted at event) must be removed at the end of the event.
- Caterers and the Event Organizer are encouraged to use compostable tableware. FMW provides composting for a limited amount of food waste. FMW staff may advise regarding options to donate leftover catering in the community.

## **7. Clean-up Checklist**

Completion of the attached Cleanup Checklist may be required at the conclusion of your Event, with signatures from you or your Point of Contact and FMW's Event Host. Please return a signed copy of these Event Guidelines to FMW.

***I / We have read the Event Guidelines and understand that my / our failure to follow them may result in charges against my / our Security Deposit.***

By: \_\_\_\_\_ Name: \_\_\_\_\_  
(Your Signature)

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

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

## Clean-up Checklist

*Completion of this checklist may be required at the conclusion of your Event, with signatures from you or your Point of Contact and FMW's Event Host.*

Please enjoy the use of our spaces and return them to us in the condition you found them. By the end of the time you reserved, you are responsible for ensuring:

1. clean-up is completed
2. all items brought onto the FMW campus have been removed
3. damage to walls, floors, ceilings, and/or equipment is reported to FMW Event Host
4. all visitors have left the premises

Injury to persons or damage to property must immediately be reported to FMW's Event Host(s) on duty.

### Kitchen:

- \_\_\_\_\_ Food and beverages must be removed (i.e. nothing may be stored).
- \_\_\_\_\_ Food waste should be placed in FMW's compost bin or removed.
- \_\_\_\_\_ Kitchen surfaces should be thoroughly cleaned.
- \_\_\_\_\_ Alcohol (if served at event) removed from premises

### Trash / Recycling / Composting:

- \_\_\_\_\_ Event materials and signage – in event space and common areas – must be removed.
- \_\_\_\_\_ Trash should be placed in outside garbage and recycling bins and securely covered.
- \_\_\_\_\_ The corridor between event spaces and trash areas should be left free of garbage and drippings.
- \_\_\_\_\_ Recycling (glass and plastic, metal, cardboard and clean paper) should be placed in outside blue recycling bins. A list of items recyclable in the District of Columbia is posted in the kitchen.
- \_\_\_\_\_ Remaining food waste and other compostable materials placed in the green bin in the kitchen or removed by caterer.

### Furnishings & Equipment:

- \_\_\_\_\_ Furniture and other room furnishings should be returned to their original positions – *with care*.
- \_\_\_\_\_ Folding tables & chairs should be returned to storage or placed as requested by FMW staff.
- \_\_\_\_\_ FMW owned audiovisual equipment (with all cables and accessories) should be returned the to Event Host.