

Eugene Friends Meeting House

2274 Onyx, Eugene, OR 97403

While our Meeting House is primarily a place of worship and gathering for the Eugene Friends Meeting community, we offer our space as a service to the wider community. We welcome non-profit groups, groups that advocate social justice, community service, peer support, education, child and family advocacy, interfaith concerns, arts, dance, and music.

The Meeting Room (our large room) is available on weekdays for use by groups of up to 100 people. For each visit, the requested donation is \$10/hour for ongoing groups and \$15/hour for one-time users. Weekends are reserved for Eugene Friends Meeting activities. *Please be forewarned that we may occasionally request groups to give up a time slot for a Eugene Friends Meeting event. We apologize for any inconvenience this may cause.*

Other rooms: Our Meeting community reserves all other rooms in the building for our own use. We sometimes allow one-time use of the kitchen or other rooms for a requested donation of \$30/hour. Kitchen use is limited to serving already-prepared foods, and you must agree to do your own clean up. Please submit your request to the Hearthkeepers at least one month in advance so the Meeting can approve it.

Contract & deposit: First-time building users are required to read the building use guidelines, meet with the Hearthkeepers, sign a contract, and pay a \$50 key deposit. When the key is returned, your deposit is returned. If you lose a key, the deposit is forfeit and a new deposit is required.

Granting the use of our space does not imply endorsement by the Eugene Friends Meeting. We reserve the right to revoke use of the Meeting House if it is used for purposes that we deem inconsistent with Quaker practice or our building use guidelines, after a process of clearness with both parties.

Payment: We request donations in advance of your event. Ongoing groups- please make your donation monthly in advance, by the 1st of each month, using a donation envelope (available on the rack in the front hall). List the dates you plan to meet in that month on the donation envelope. Make your check to **Eugene Friends Meeting**, then put the envelope in the Hearthkeepers' mail slot in the library, or mail it to: Hearthkeepers, Eugene Friends Meeting, 2274 Onyx, Eugene, OR 97403.

Advertising: We request that you do not title your class or activity with our name. For location, please indicate **Eugene Friends Meeting House** (not the *Meeting Hall*).

Your Schedule / Building problems: The Hearthkeepers are your contact in the Meeting. Please report any irregularities or problems with the building to them. Also, *please give them your exact schedule, and notify them of all changes or times when you will not meet.* Our calendar is online (<http://eugenefriendsmeeting.org/Calendars/Calendar/>) and we want to give accurate information to all building users. We count on your communication!

EFM Building Use Guidelines

1. You shall use only the Meeting room (and restrooms), except with prior approval by the Hearthkeepers. [L] [SEP]
2. Groups shall not exceed 100 people. This is a fire regulation.
3. **Air filters:** We hope that the host will arrive 30 minutes before event to start the air filter on high and then reduce to low for your event. Leave interior doors open for ventilation. After your event, set air filters on high again, and set the timer for 1 hour. Encourage participants to leave promptly, so air has time to be cleaned before the next event. These efforts are meant to help prevent the spread of viruses.
4. All people must be off the Meeting House grounds by 10:00 p.m. [L] [SEP]
5. The Meeting House is part of a residential neighborhood: Please regulate your voices and music so they don't disturb our neighbors, or others using the building.
6. An adult must supervise children at all times. [L] [SEP]
7. We do not allow use of tobacco, drugs, alcoholic beverages, incense, or candles in the building or on the surrounding property. No gambling is permitted. [L] [SEP]
8. Please keep all objects including chairs, pillows and benches, at least 18" away from the baseboard heaters at all times. This is a fire regulation, and it applies even when the heaters are turned off. Before you leave, please remove pillows from benches and place them on the chairs in the corners. [L] [SEP]
9. Do not block any doors. This is also a fire regulation. [L] [SEP]
10. Do not adjust the heat pump or thermostat in the Meeting room. If the heat or air seems inadequate, please contact the Hearthkeepers. [L] [SEP]
11. We do not allow activities which might mar the building or grounds; no tape or tacks on the walls, floors, or ceilings. To protect our wood floors, please clean up spills immediately. [L] [SEP]
12. Please inform attenders that a Lost and Found is located in the coat closet area, in the hall. It is emptied twice a year. [L] [SEP]
13. Donation for use of the Meeting House rooms is requested and expected in advance of the use, monthly, by the 1st of the month. [L] [SEP]
14. Users shall reimburse and save harmless Eugene Friends Meeting from all liability, expense, cost, or damage which may be claimed against or incurred or suffered by the Meeting house as a result of the user, its members, agents, or invitees resulting in damage to our property and occurring in connection with the use of our facilities. [L] [SEP]
15. Granting the use of our space does not imply endorsement by the Eugene Friends Meeting. We reserve the right to revoke use of the Meeting House if it is used for purposes that we deem inconsistent with Quaker practice or our building use guidelines, after a process of clearness with both parties. [L] [SEP]

July 2023

EFM Grounds Guidelines

The Eugene Friends Meeting House grounds are primarily a place of worship and gathering for the Eugene Friends Meeting community. However, we offer our yard and grounds as a sanctuary for those in our wider community who want a quiet space to sit and reflect, or walk in the labyrinth.

Any use of our grounds that involves more than a brief period of time, or multiple people, is subject to our usual building use contract and process. Please respect the needs and requests of other building users and our neighbors when using our grounds.

Guidelines for use of our grounds:

1. All people must be off the Meeting House grounds and alley parking area by 10:00 p.m. unless you have received permission to be on the grounds later.
2. The Meeting House is part of a residential neighborhood: Please regulate your voices and actions so they don't disturb our neighbors, or others using the building.
3. An adult must supervise children at all times. Use of the play structure is at your own risk.
4. We do not allow use of tobacco, drugs, alcoholic beverages, incense, candles, or fires anywhere on the property.
5. We do not allow activities that might mar the building or grounds: Vandalism will be considered a crime and we will seek restitution.
6. Do not remove anything from the property that belongs to Eugene Friends Meeting.
7. Items left on the grounds will be removed and discarded or placed in a lost and found box (and eventually given to charity), unless prior arrangements are made for temporary storage.
8. Violence or the threat of violence is not permitted.

Any use of our grounds that does not comply with these guidelines may result in a request that you vacate our property, and return only with permission from the Eugene Friends Meeting.