

# Eugene Friends Meeting House

## 2274 Onyx, Eugene, OR 97403

**Mission:** The Eugene Friends Meeting is a Quaker community of faith formed to carry on religious work and education in accordance with the traditions and customs of the Religious Society of Friends. Built upon principles of simplicity, peace, integrity, community, equality, and stewardship, Quakers seek to put these values into direct action in the world.

Eugene Friends Meeting is an open and welcoming congregation. 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. 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 \$60/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 \$40 start-up fee (to cover cost of orientation and paperwork), plus a \$50 refundable 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).

**Payment:** The rent is \$20/hour for ongoing groups and \$30/hour for one-time use. We request payment in advance of your event. Ongoing groups- please make your payment monthly, by the 1st of each month, using a donation envelope (available on the rack in the front hall). Make your check to **Eugene Friends Meeting**, then put the envelope in the Hearthkeepers' mail box 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*). Granting the use of our space does not imply endorsement by the Eugene Friends Meeting.

**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!

**Hearthkeepers: Cynthia Black \* 541-344-3082 \* cynblack55@gmail.com**  
**Ethen Perkins \* (541) 953-7478**

## Steps to becoming a renter at Eugene Friends Meeting:

1. **Read the building use guidelines** and the contract on the next pages, and review the queries listed below\*.
2. **Check the calendar** on our website (<https://eugenefriendsmeeting.org/calendars/>) for available times. Events listed in gold are rentals in the Meeting room - we require the room to be empty for 15 minutes between groups to allow the filters to clear the air.
3. **Contact Cynthia** by email ([cynblack55@gmail.com](mailto:cynblack55@gmail.com)) with dates and times, including set up time and clean up time. She will confirm availability, and put you on the calendar to hold your space.
4. **Send also a brief response to each of the queries below**, for our records, to assure us that you and your group align with our mission:

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### \*Queries:

- A. What is the purpose of your group?
  - B. How does using this space further your purpose?
  - C. Is any of your purpose in religious work or education?
  - D. Do you have a primary emphasis in any of the following: - simplicity - peace - integrity - community - equality - stewardship?
  - E. Is your group open and welcoming to all people?
  - F. Are you familiar with Friends? How would you say your use of this space is in unity with Friends' values?
  - G. Does your group officially support candidates, campaigns or parties with its actions?
5. **Set a time to meet with Ethen** for an orientation (Text - 541-953-7478). He will take you through the Meeting House to go over the guidelines and how to use the air filters, and answer questions.
  6. **At that time, also sign a contract**, pay a \$40 start-up fee (to cover cost of orientation and paperwork), plus a \$50 refundable key deposit, and the first month's rent.

## **EFM Building Use Guidelines**

1. You shall use only the Meeting room (and restrooms), except with prior approval by the Hearthkeepers.
2. Groups shall not exceed 100 people. This is a fire regulation.
3. **Air filters:** We hope that the host will arrive before event to start the air filter on high and then reduce to low for your event. (Always set the timer, to ensure that filters will not run overtime.) 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.
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.
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.
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.
9. Do not block any doors, interior or exterior, during or after your event - this is a fire regulation.
10. Interior doors are fire doors; please leave them closed when use is over (except those to toilets).
11. Please check the 7 exterior doors to ensure they are latched before leaving. Notify Hearthkeepers if you find a door left unlocked upon arrival.
12. Do not adjust the heat pump or thermostat in the Meeting room. If the heat or air seems inadequate, please contact the Hearthkeepers.
13. 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.
14. Please inform your attenders that a Lost and Found is located in the hall area. It is emptied twice a year.
15. The Eugene Friends Meeting considers use of the building on an individual basis. We reserve the right to revoke use of the Meeting House if it is used for purposes that we deem inconsistent with Quaker values, or our building use guidelines, after a process of clearness with both parties.

*August 2024*

## **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.

Contact Ethen Perkins, (541) 953-7478  
Eugene Friends Meeting, 2274 Onyx, St., Eugene, OR 97403

*December 2018*

### Building Use Contract

- I have read the Building Use Guidelines for the Eugene Friends Meeting House, and will also make my group aware of them. I agree to abide by the guidelines and this contract.
- I understand how to use the air filters, and will abide by the guidelines in order to help prevent the spread of viruses.
- I agree to make the rent payment (\$20/hr. for ongoing groups; \$30/hr. for one time use) in advance, by the 1st of each month.
- I have permission to use the kitchen and social rooms: Yes \_\_\_ No \_\_\_
- I understand that the Hearthkeepers and/or Business Meeting of the Eugene Friends Meeting consider use of the building on an individual basis. 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.
- **Liability:** I understand that as a non-profit religious organization, my donation barely covers costs for heat, water, paper products, and cleaning. Therefore, I 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 my use, my members, agents, or invitees resulting in damage to its property and occurring in connection with use of its facilities.

Name \_\_\_\_\_ Group or event \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Dates \_\_\_\_\_ Times (including set up and clean up) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

If your group has liability insurance: Provider \_\_\_\_\_ Policy number \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(signed)

(date)

- key # \_\_\_\_\_ issued
- \$50 deposit received
- \$40 start-up fee received
- \$ \_\_\_\_\_ first month's rent received