

The Putney Friends Meeting House

Application for Use of Space

Application & Information For Use of the Building

Our meeting believes that these rates are reasonable. We need to recoup some of the costs related to maintaining this space. We also feel strongly that if your organization is doing something for the good of the community and you are unable to pay the full amount, we want to work with you in coming up with an affordable agreement. Please submit your proposal with this application.

Name/Organization: _____

Address: _____

Name/ phone/email of 1st contact person: _____

Name/ phone/email of 2nd contact person: _____

Activity or event: Dates(dd/mm/yy): _____ Hours Needed: _____

Meeting Room: First Hour \$35 _____ Add. Hours \$10 per hour _____

Community Room & Kitchen: First Hour \$35 _____ Add. Hours \$10 per hour _____

Entire Building: First Hour \$50 _____ Add. Hours \$15 per hour _____

Ongoing weekly activities \$15 per Hour. 15 minutes before and after the event are reserved for your set-up and clean-up.

Total: _____

(20 or more people are an additional \$10 per hour)

Name: _____ Signature: _____

Signature of authorized PFM member: _____ Date: _____

Return payment and application for use of space to:
Putney Friends Meeting
Attn: Rentals
PO Box 381, Putney VT 05346.

See reverse for Rules and Information on Reservations, Cancellations and Rates

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The Putney Friends Meeting House Rental Rules

- Smoking and alcohol use are prohibited at all events, both public and private.
- All children must be supervised by a responsible adult.
- Any damages to the building, equipment or property that occur during the time of your event will be your financial responsibility.
- Candles and open flames may not be used.
- Food should be limited to the Community Room & Kitchen.
- Meeting classroom materials (art supplies, etc..) may not be used by outside groups.
- At the end of your event/ activity the space used will be swept, picked up and ready for the next group. Pick up any litter from outside and remove all trash from the building. Take recyclables with you.
- The kitchen may be used by groups. It is not a commercial kitchen and cannot handle cooking for large numbers. It does not have the fire equipment required for commercial use.
- Parking is to be in front of The Meeting House and may not block the driveway of the white house at the end of the parking lot. Handicapped parking is available on the right side of the building, adjacent to the side door entry ramp as well as in the parking lot near the main ramp.

After Your Event

PLEASE CHECK THAT YOU HAVE DONE THE FOLLOWING BEFORE YOU LEAVE!

1. Floors are swept, Everything is picked up
2. Any litter outside has been picked up
3. All trash and recycling has been removed
4. Kitchen is clean
5. Windows and doors are shut
6. Lights are turned off
7. Thermostat is turned down to 55 degrees
8. Doors need to be closed and latched
9. Turn off Fan in meeting room
10. Leave the porch light switch on "Time" (It is to the left wall as you exit the building out the front door. This will give you approximately 5 minutes to get out and down the steps before the light automatically turns off.).

**Cancellation, reservations and negotiation of rental fees can be made by calling:
Janice Baldwin at 802-579-7598
or emailing: rentals@putneyfriendsmeeting.org**