

# **The Putney Friends Meeting House**

## **Application for Use of Space**

### **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 needs 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](mailto:rentals@putneyfriendsmeeting.org)**