



**Westport Monthly Meeting of Friends  
938 Main Road  
Westport MA 02790**

**FACILITIES USE OVERVIEW**

The buildings and grounds of Westport Monthly Meeting of the Religious Society of Friends are maintained primarily for the use of the Westport Meeting and are available for use by other Quaker organizations and committees affiliated with the Religious Society of Friends at little or no expense. Please make your needs known well in advance to ensure availability. The Meeting is also pleased to make its facilities available to other community members and groups. The facilities listed below can be used individually or in combination with one another.

The **Meeting House** is typically available for worship, retreats, weddings, funerals, memorial services and other gatherings for spiritual services. Its seating capacity is 150 maximum.

The **Macomber Community House** is available for use by members of the local community. Events include, for example, social gatherings, exercise groups, charity meetings, youth organizations such as Scouts, public forums and meetings, educational groups, etc. Its capacity is 100 people.

The **Potter House** annex which is attached to the Macomber Community House with a separate entrance is available for small meetings or social gatherings. Its capacity is 12-15 people.

**SCHEDULING COORDINATOR**

All inquiries, scheduling and coordinating should be made through the Scheduling Coordinator. Kevin Lee, who can suggest space or rooms depending on the desired activity. He will ensure that the space requested is in order and available at the requested time and be on call during the time of use.

**Contact information:**

**Westport Monthly Meeting of Friends  
Kevin Lee, Scheduling Coordinator  
PO Box 3707  
Westport MA 02790-0745**

**Phone: (508) 636-4963  
kevinthequaker@gmail.com**

**FEE SCHEDULE**

Users are requested to contribute towards the expenses associated with the use and maintenance of the facilities. Rates for repeat use are available.

	<b><u>4 hours</u></b>	<b><u>4-8 hours</u></b>
Macomber Community House	\$125	\$25 per hour after 4 hours
Meeting House	\$300	additional \$200
Meeting House, Macomber	\$400	additional \$275
Meeting House, Macomber, Potter	\$450	additional \$300
Potter annex	\$50	\$10 per hour after 4 hours
Back Yard	\$25	

Users may be asked to provide proof of liability insurance coverage. A “**Certificate of Insurance**”, if needed, must be provided at signing of the “Agreement for Use of the Facilities” with Westport Monthly Meeting of Friends listed as “Additional Insured”. Organizations that carry liability coverage will need to provide proof of that coverage at signing.

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**GUIDELINES FOR USE OF THE MACOMBER COMMUNITY HOUSE**

The Community House is a multi-use facility consisting of several rooms of varying sizes including a fully equipped kitchen, two accessible restrooms and a third smaller restroom. The hall includes a small stage, and an attached outdoor deck.

- Upon departure please turn off all lights and be certain all doors are closed.
- The cellar of the Community House should not be used for any purpose.
- Additional paper products may be found near each toilet and under the kitchen cabinet.
- If arrangements have been made to store supplies or equipment for your continuous use, please label such material with the group's name and see that it is placed in the agreed upon space. Please let us know if your property appears to have been disturbed.
- If you find something out of order, malfunctioning or unsuitable for use, please notify Kevin Lee so that corrective action may be taken.
- No smoking is allowed in the Community House. Containers are provided on the front porch for outdoor smoking.
- There is no consumption of alcohol on the premises.
- Please park in the front and surrounding parking areas if at all possible.
- If using chairs and tables, please wipe down tables and return chairs and table to their storage areas. Please return chairs within marked areas to avoid blocking equipment used by other groups.
- **Do not use tape, nails, or tacks on the walls. A box containing "safe tape" is available for use and is marked "Wall Mounting Supplies" located in Utility Closet.**
- Close all windows and doors that you may have opened during use.
- Please sweep floors. Dustpans, brooms and vacuum are stored in the cleaning closet beside main entrance.
- Please respect material and supplies belonging to others who also use the facility.
- Thermostats are remotely controlled and will be set in advance of your scheduled arrival time. Increase thermostat as needed and return to original setting at 50 degrees up leaving.
- The fireplace is not to be used except with advanced arrangement with Westport Meeting. Please do not deposit paper or cardboard in the fireplace.
- **If fire alarm goes off accidentally, follow instructions at red fire alarm panel located inside the front door. IN CASE OF FIRE, EVACUATE AND CALL 911.**

**GUIDELINES FOR USE OF KITCHEN**

The kitchen is a full use facility with a gas oven, refrigerator/freezer, sink and dishwasher. It is fully equipped for preparing and serving meals.

- Empty trash in the trash bags provided and replace trash bag in the can. (Additional bags and kitchen cleansers are located in the cabinet directly across from stove.) Full bags should be left adjacent to the back door to the deck.
- Clearly marked recycling tubs are located under the counter between the refrigerator and stove for glass, metal, plastic, paper, cardboard and returnable bottles. Please join us in our efforts to recycle as much as possible.
- Remove all refrigerated food items when you leave. If prior arrangements have been made for the storage of food or beverages, they should be labeled and dated.
- All used dishes and cutlery should be washed in the dishwasher. Load dishes, put in soap and press Start.
- Before leaving, make sure all stove settings are "off".
- For repeat Users, when storing food and beverages in the refrigerator, please label and date all items. Unlabeled foods and beverages will be discarded.

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**GUIDELINES FOR USE OF THE MEETING HOUSE**

We are pleased to make our Meeting House available for use by outside groups. Because it is our regular place of worship, and due to the antiquity of the structure itself, it may only be suitable for certain functions.

- Smoking or the consumption of food or beverages is not allowed.
- Nothing may be taped, tacked or nailed to the walls, nor should anything be removed from the walls.
- The balcony area is not to be used and is closed to the public.
- There are no restrooms in the Meeting House. Restrooms are available in the adjacent Community House.
- Please see that all windows that are opened during use are closed upon leaving.
- The Meeting House will be clean and ready for use and should be left in the same condition. Cleaning supplies are located in the foyer closet.
- The furnace thermostat will be set at a comfortable level prior to using the Meeting House. Please consult Kevin Lee for adjustments should they be required.
- Benches and hymnals should be replaced if they are moved during use, and all flowers and hangings should be removed after use.
- Upon leaving (during season) please lower thermostat to 50 degrees.
- Guests are welcome to read any of our printed materials. Leaflet style handouts may be taken. Arrangements to borrow a book may be made with the Scheduling Coordinator.
- Please park on our property and in established parking areas whenever possible.
- No open flames such as candles are allowed in the Meeting House

**POTTER HOUSE ANNEX**

The Potter House annex consists of a small kitchenette (sink, refrigerator but no stove), a bathroom, and living room. It is connected to the Macomber Community House via the corridor off of the Community House hall. There is a separate entrance/exit on the left side of the Macomber Community House.

- Snacks and beverages may be served, but regular meals are to be served only in the Macomber Community House hall.
- **Do not use tape, nails, or tacks on the walls.**
- Return cushions, leave broom-clean and shut off all lights when leaving.
- Thermostats are remotely controlled and will be set in advance of your scheduled arrival time. Increase thermostat as needed and return to original setting at 50 degrees up leaving.
- The childcare/nursery room is not for public use.
- The second floor is also not for public use.

**GUIDELINES FOR USE OF GROUNDS**

- Please be respectful of headstones and grave markers in the cemetery; they are very old and fragile.
- Please do not use the outside wooden stairs leading to the second floor. These stairs are intended for emergency exit only.
- Outside playground equipment is there for use by young guests.
- Please pick up and discard any litter before departing.
- The deck is reserved for tables and chairs only; no play equipment is to be used on the deck. Gas or charcoal grills cannot be used on the deck.
- Gas and charcoal grills can be brought in and used on the ground if they are set up at least 15 feet away from the buildings. No open fires are allowed on the grounds.

WESTPORT MONTHLY MEETING OF FRIENDS

938 Main Road
Westport MA 02790

FACILITIES USE APPLICATION AND AGREEMENT

Date Requested: Beginning Time: Ending Time: (Include set-up/cleaning time)

Building(s) and space requested: (please check)

Macomber: Meeting House, Macomber, Potter:
Meeting House: Potter House Annex:
Meeting House, Macomber: Outside Grounds:

Please be reminded that there are no restrooms in the Meeting House. They are available in the adjacent Macomber Community House. There can be NO smoking in our buildings and NO consumption of alcohol on our premises.

Proposed use of facilities:

Total number of people anticipated: Adults: Children: Contact person on premises during event? Yes: No:

User/Contact Person: Organization:

Phone: Home Phone: Cell Email:

Mailing Address:

AGREEMENT DATED: / /

This Agreement provides for the use of above checked Facilities, for the purpose stated, at the date and times requested and the numbers anticipated, at the rate of \$ between the above named User and Westport Monthly Meeting of Friends.

For one time use, the Use fee (cash, check or money order) shall be paid in full at signing of this agreement. In the case of repeated use of the facilities, User shall pay the first month's fee at the time of signing this agreement, and subsequent payments shall be made no later than the first day of each month thereafter.

Upon signing this agreement, User shall not be entitled to any refund, either whole or partial, except where the agreement is for repeated use and User cancels in writing thirty days in advance of the next date of use.

User agrees to indemnify and hold harmless the Westport Monthly Meeting of Friends with respect to any claims resulting from personal injury or property damage arising out of use of the facilities by the User, User's members and User's guests.

User has provided "Certificate of Insurance", has Westport Monthly Meeting of Friends as "Additional Insured", and/or proof of their organization's group Liability Coverage.

User has read the Westport Monthly Meeting Property Use Guidelines and agrees to abide by its requirements. User understands that if the facilities used are not left in the condition as on arrival, User will be charged for any necessary cleaning, damage or loss beyond normal wear and tear.

Signature of User/Contact person (same as above) Date

Signature of Scheduling Coordinator Date

Please complete and return this form to:
Westport Friends Meeting
c/o Gretchen Baker-Smith
PO Box 3707, Westport MA 02790-0745
(Form revised 9.5.16)

Contact Person:
Kevin Lee
Cell: (508) 742-8709
kevinthequaker@gmail.com