



## **Rental Agreement - Attachment 1: Building Use Guidelines**

Thank you for choosing the Wendell Meetinghouse for your event! Please respect the following guidelines when you use the Meetinghouse space:

### **During the event:**

- During the event, Renters will use care in offering food or drink, organizing activities, and otherwise using the space to ensure that walls, floors, ceiling and furnishings are not damaged. Users are encouraged to request covers on any drinks, and to be prepared to promptly address any spills.
- Renters may use the stacking chairs or folding metal chairs (see diagram below), and or re-arrange pews or other chairs and tables to meet their needs. Other set-up provisions may also be outlined in the Rental Agreement. Please use care to not scrape the floor, walls or other furniture if you do move pews, chairs, etc.
- All cars for Meetinghouse event attendees need to be parked off the roadways and Commons, permitting any needed emergency vehicle access to the Meetinghouse. Renters anticipating significant parking needs must coordinate with FWM well before the event to ensure that appropriate arrangements can be made.
- Renters will show consideration for the Meetinghouse's neighbors, ensuring users of the space do not trespass, create loud noises past 10 pm, or otherwise disturb neighbors' enjoyment of their own spaces.
- Smoking is prohibited within the Meetinghouse. Please do not set fires or smudge inside the Meetinghouse, in order to prevent possibly set off fire alarms.
- Handguns, firearms and other weapons are prohibited within the Meetinghouse.
- Despite all temptation, renters will not ring the bell of the Wendell Meetinghouse unless granted explicit permission.

### **After the event:**

- If pews or other furniture have been moved during the event, renters will return them to their default "open" setting, lining the walls of the Meetinghouse.
- Renters will sweep or vacuum the floors of the Meetinghouse after their event, disposing of dust and debris in the provided garbage bin.
- If provided with a key, renters will return the key per the Rental Agreement. We welcome feedback on what could make use of the Meetinghouse and/or coordination on events better. Please provide your comments and suggestions to [eventsfwm@gmail.com](mailto:eventsfwm@gmail.com).
- Renters play an important role in the building's upkeep, not only in their cooperation with the proceeding terms, but also in communicating promptly with a FWM Rep regarding damages or anything they noticed that might need attention or repair.