

# Milwaukee Monthly Meeting of the Religious Society of Friends

3224 N Gordon Place  
Milwaukee, WI 53212



## Meetinghouse Use Application



*Our meetinghouse is fully accessible to those with physical disabilities.*

<b>Name of Group/Individual</b>	
<b>Contact Person</b>	<b>Phone</b>
<b>Mailing Address</b>	<b>Email</b>
<b>IRS 501 ID Number (for non-profit groups)</b>	<b>Number of Participants</b>
<b>Frequency</b> <input type="checkbox"/> One Time <input type="checkbox"/> Annually <input type="checkbox"/> Weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly _____	<b>Begin Date</b> _____ <b>End Date</b> _____
<b>Start time (include setup)</b> _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. <b>End time (include cleanup)</b> _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<b>Have you used our facility in the past?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Describe planned event (continue on back of page or attach brochure)</b>	

## References

<b>Please list sponsors from Milwaukee Friends Meeting or other references</b>	
<b>Name</b>	<b>Phone</b>

## Resources

<b>Will you be serving food?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, please check one:</b> <input type="checkbox"/> Beverage and snack <input type="checkbox"/> Buffet meal <input type="checkbox"/> Sit-down dinner	
<b>Caterer or person serving food</b>	<b>Phone</b>
<b>Children must have adult supervision at all times</b>	
<b>Children's supervisor</b>	<b>Phone</b>
<b>Please list any equipment (audio/visual aids, electronics, music, etc.) that you will bring</b>	
<b>Please list any equipment that you wish us to provide</b>	

## Facilities

### Check all rooms that you wish to use

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Main Floor</b> (1,988 sq. ft. — capacity 100 people) | <input type="checkbox"/> <b>Lobby/Kitchenette Area</b> (294 sq. ft.)                            |
| <input type="checkbox"/> <b>Meeting Room</b> (1,526 sq. ft.)                     | <input type="checkbox"/> <b>Reading Room</b> (357 sq. ft.)                                      |
|  | <input type="checkbox"/> <b>Lower Level Kitchen</b> (warming ovens, dishwashers, and microwave) |

## Fees

Checks for building use should be written to **Milwaukee Friends Meeting**. Reimbursement rates are based on maintenance costs averaged per square foot. Set-up and clean-up time must be scheduled.

The fee schedule below is for private uses (events arranged for an individual or business).

### Regular Fee

Area	3–6 hours (half-day)	6–12 hours (full day)
Main Floor	\$ 250	\$ 350

Fees for nonprofit groups are reduced (see below). Meeting may further reduce fees for nonprofit groups.

**Written requests for should be submitted with this completed use application.** Meetinghouse committee will give careful consideration to all requests. Approved reduced fees remain in effect for one year.

### Non-Profits

Area	4 hours (min)	full day
Main Floor	\$150	\$ 200

## Deposit & Insurance

A damage deposit of \$100 is required with the application from all first time users. **This must be submitted as a separate check if you are to be reimbursed.** The check for damage deposit will be returned to you upon satisfactory inspection after use.

Groups and individuals should provide a certificate of insurance to meeting prior to use or users may be asked to sign a "hold harmless" agreement.

Reimbursement Fees should be received a minimum of one week prior to use.

Both deposit and fee checks should be made payable to **Milwaukee Friends Meeting** and mailed to:

Meetinghouse Use Coordinator  
Milwaukee Friends Meeting  
3224 N. Gordon Place  
Milwaukee, WI 53212

Other contact information:

Email: [meetinghouse@milwaukeequakers.org](mailto:meetinghouse@milwaukeequakers.org)  
Voice mail: (414) 263-2111

***I have read and agree to the above and the attached Milwaukee Friends meetinghouse and the Koenen Land Preserve Rules.***

Signature\_\_\_\_\_ Date\_\_\_\_\_

## **Milwaukee Monthly Meeting of the Religious Society of Friends**

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### **Meetinghouse & Koenen Land Preserve Rules**

Milwaukee Monthly meeting relies on volunteer help. The success of our Meetinghouse Use Program depends on your cooperation. Please share these rules with others in your group.

- **No Alcoholic** beverages are permitted.
- **No Gambling** or Games of Chance.
- **No Smoking** in the meetinghouse. Smoking is permitted only outdoors.
- **Fires, scented candles, smudging and incense are not permitted.**
- **No glitter, sequins, or confetti** may be brought into the meetinghouse.
- **No candles *unless approved in advance*** (allow 4 to 6 weeks for approval)

#### **Temporary Pandemic Protocols:**

- 1. Maximum capacity is 50 persons.**
- 2. Entry into the lower level is not permitted.**
- 3. Food and beverages are not permitted in the Meetinghouse.**
- 4. Only one person may use the restrooms at a time; however, an adult may assist another adult or child, if necessary.**
- 5. Door handles to the meeting room, bathroom door handles and sink, toilet seats and handles must be wiped down before leaving the building. We will provide the antibacterial wipes.**

#### **Outdoor Use**

Please respect our Land Preserve. Stay on designated paths. Do not pick flowers or plants. Use caution near the river's edge. Questions about use of the Preserve should be directed to the Land Committee of Milwaukee Friends Meeting.

#### **Children**

Children Must Be Supervised at all times to prevent accidental injuries or damage to property. Toys may used, but please return them to their places. Please do not use our art supplies.

#### **Decoration and Signs**

Obtain permission from Meetinghouse Committee before posting any signs or decorations. Please use tape only on glass surfaces.

#### **Meetingroom**

Please stack chairs after use (not more than 5 high). Avoid dragging chairs on parquet floor. Tables are stored in compartment between rest rooms on main floor and below stairways on the lower level. Please replace after use.

#### **Cleanup**

Please ask people from your group to clean up. Your participation in keeping our facility pleasant enables us to keep it available for community use.

#### **Closing**

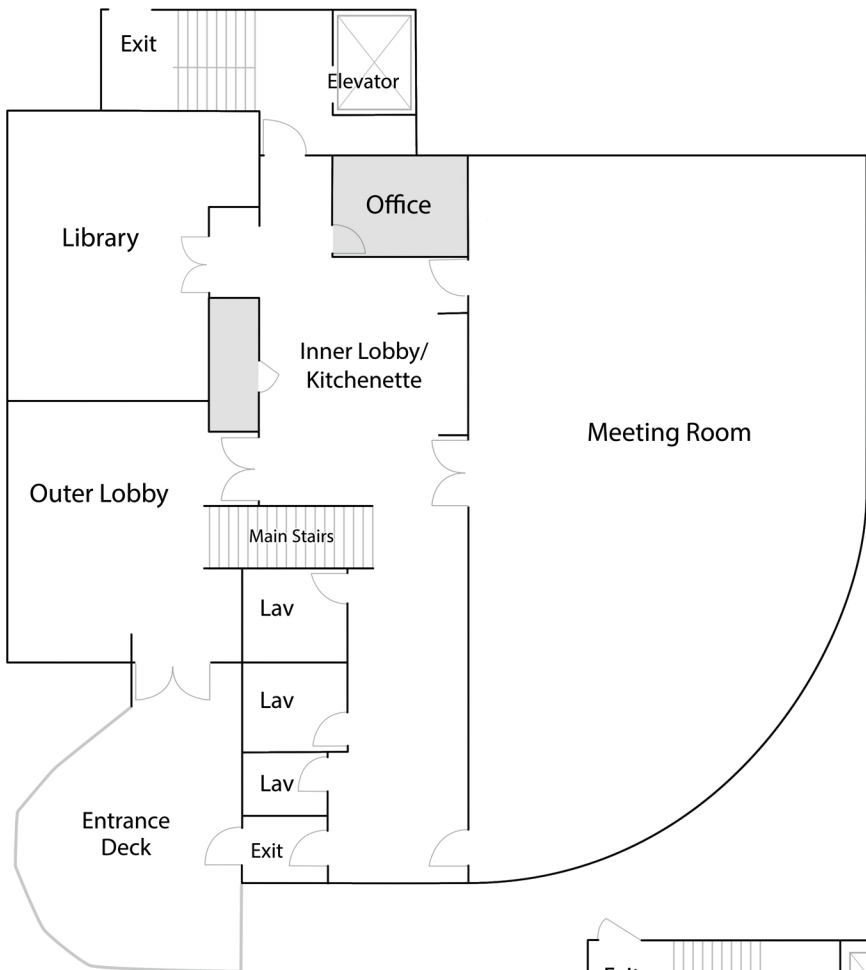
See #5 below.

## **Security Policy**

*Effective March 5, 2017*

The purpose of Milwaukee Monthly Meeting's security policy is to maximize safety for users of the meetinghouse and secure property within the meetinghouse. The policy is effective immediately. Non-adherence issues will be addressed by the Meetinghouse Committee. The policy is as follows:

1. Milwaukee Monthly Meeting requires all users (members, attenders, outside groups, tenants, committees and individuals) to maintain the security of the meetinghouse by locking the main doors during use of the building.
2. A representative from every group using the meetinghouse should be stationed by the main doors to monitor who is entering the building until the door is locked. Late arrivals can use the doorbell to gain access.
3. After participants have arrived the main doors must be locked, and remain locked, or physically monitored for the duration of the event/use. The main door will be open for Sunday morning worship. Greeters will be responsible for locking the doors at the start of adult Religious Education (approximately noon).
4. Unauthorized individuals in the building or in the immediate area should be asked to leave. If an individual refuses to leave, contact the Milwaukee Police Department at 911. The Steward should also be contacted.
5. At the end of every event all the doors must be secured. All exterior doors and windows must be locked when you leave the building. Please check lower level exit door to east, between levels exit to North and two exits onto front deck. Double doors must be locked by setting the electronic button to the Locked position.
6. The Meetinghouse Use Coordinator or Steward will advise scheduled weekday users of any individual or group authorized to access the building.



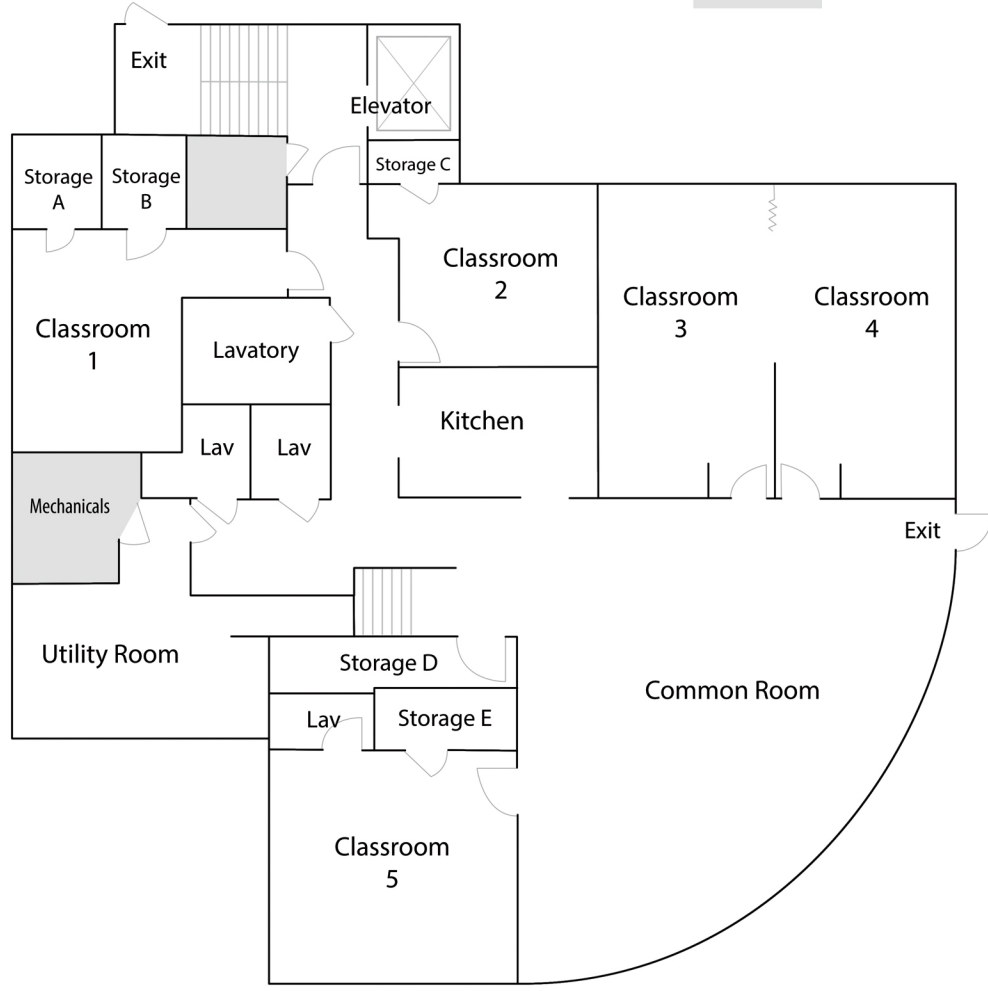
**MILWAUKEE FRIENDS MEETINGHOUSE**  
3224 N. Gordon Place  
Milwaukee, WI 53212  
[www.MilwaukeeQuakers.org](http://www.MilwaukeeQuakers.org)

**Upper Level**



*Private areas*

**Lower Level**



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## Directions

Parking is limited; please car pool.

During non-school hours, parking is available at the Gaenslen School lot on the right at the end of Auer Avenue. Follow sidewalk from the lot to the meetinghouse.

### From South

I-43 North to Locust Street exit  
East (right) on Locust to Humboldt Blvd.  
North (left) on Humboldt to Auer Avenue  
East (right) on Auer to dead end  
Left at dead end to meetinghouse on right

### From North

I-43 South to Capitol Drive exit  
East on Capitol to Humboldt Blvd.  
South (right) on Humboldt to Auer Ave.  
East (left) on Auer to dead end  
Left at dead end to meetinghouse on right

### From West

East to I-43 North, then continue as above

