

RENTAL POLICIES OF TWIN CITIES FRIENDS MEETING (TCFM)

1725 Grand Ave., St. Paul, MN 55105-1807

We offer our Meetinghouse for groups and organizations to use. We like to accommodate good causes and be a resource for our neighborhood.

We ask that renters respect the Quaker values of tolerance and respect for others. We reserve the right to cancel rental agreements for events that we believe are inconsistent with those values.

STEPS TO RENTING SPACE AT TWIN CITIES FRIENDS MEETINGHOUSE

1. See chart below to review rental rates.
2. Review parking considerations.
3. Download and complete a Meetinghouse Use Agreement form.
4. Download and complete a Waiver of Liability form, or submit a copy of your Liability Insurance.
5. Contact TCFM to check availability and to schedule (651-699-6995 or office@tcfm.org).
6. First-time users are required to meet with a representative of TCFM and have a tour of the building prior to using the space.
7. Organizations and businesses are required either to carry liability insurance and submit a certificate of insurance, or to complete and submit the Waiver of Liability form. Reservations cannot be confirmed until completed forms have been received by TCFM at the above address. A confirmation will be sent to you by e-mail.

BUILDING USE POLICY

1. Requests for use of the building should be directed to the Office at Twin Cities Friends Meeting (TCFM).
2. Use of the building is determined upon availability of specific spaces and with priority given in the following order:
 - a. TCFM worship
 - b. Prospect Hill Friends Meeting (PHFM) worship
 - c. TCFM and PHFM meetings for business and committee work
 - d. Members and groups within the larger Quaker community
 - e. Other TCFM and PHFM member use
 - f. Unrelated outside groups that share our testimonies (peace, equality, simplicity, stewardship and respect for others)
 - g. Other outside groups
3. Use of the building is free to groups listed in a-e above. Donations will be gratefully accepted. Rent will be charged to groups described in f and g above.
Note: Individual members of TCFM (e above) can use the building free of charge for family gatherings and parties but are asked to pay rent and complete application forms when using the space for business.
4. We request that groups be mindful of energy use while in the building.
5. There is to be no smoking, no use of alcoholic beverages, and no use of illegal drugs in or around the Meetinghouse property. Pets are not permitted in the Meetinghouse.
6. We ask that anyone using the building refrain from wearing scents (perfumes, essential oils, etc.) so that those who are sensitive to them may also use our space.
7. Children must be directly supervised.
8. To protect our tax-exempt status, we do not rent space to political parties, candidates or partisan rallies.
9. We ask that renters and building users leave the space they have used in the condition in which they found it, i.e., lights, windows, furniture, fans, and air purifiers as they were.

RENTAL TERMS

The fee is due 2 weeks prior to building use. Checks should be made out to Twin Cities Friends Meeting. If an event is cancelled, we will refund the full amount if we are given 2 days' notice. No-shows will forfeit their rental payment. The meetinghouse hours are 8 a.m. – 9 p.m.

FEE STRUCTURE FOR BUILDING USE

The building is available for use from 8 am – 9 pm.

There is no charge for the use of the building by Friends organizations and for individual Friends as identified in the Building Use Policy.

For others, the fees are as follows:

Room	Occupancy	Space available	2 hrs. or less	2-4 hours	More than 4 hours
Meeting room	120	1260 sq. ft.	\$30	\$60	\$100
Fellowship room	100 chairs only 64 w/ tables	1140 sq. ft.	\$30	\$60	\$100
Upper conference room	14	111 sq. ft.	\$15	\$30	\$40
Front conference room	23	162 sq. ft.	\$20	\$40	\$60

Kitchen use \$30

Note that rent for use of space in the Meetinghouse may be reduced for hardship. All such requests will be cleared through the Building and Grounds Committee, which might delay confirmation.

PARKING CONSIDERATIONS

There is a small lot behind the building, with two handicapped-accessible spots and three general parking spaces, reachable via the alley (entrance on Wheeler Avenue). ALL other parking is limited to street parking.

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MEETINGHOUSE USE AGREEMENT

Organization/Business/Individual: _____

Purpose of the organization or business: _____

Contact person: _____

Mailing address: _____ Phone #(s): _____

E-mail address: _____

Date of rental: _____ Hours: _____
Type of activity: _____
Room(s) reserved: _____ # of people expected: _____
Equipment needed: _____
Fee: \$ _____ <i>Full rental amount is due 2 weeks in advance; make checks payable to TCFM</i>

My signature below indicates agreement to the guidelines in the policy and affirmation that:

1. I am the contact person and will be responsible for the appropriate use of the building.
2. This event is consistent with Quaker testimonies of peace, simplicity, stewardship and respect for others.

Building user or representative

Date

Received by: _____

WAIVER OF LIABILITY AGREEMENT

You do not need to complete this form if we have a copy of your updated insurance information on file.

_____ (Renter) hereby assume/s entire responsibility and liability for any and all damage and injury of any kind or nature to persons, whether employees or otherwise, and to property, real or personal including adjoining property caused by or resulting from the use of the premises and facilities of Twin Cities Friends Meetinghouse and agrees to indemnify, defend and hold harmless Twin Cities Friends Meeting of the Religious Society of Friends, its members, attenders and employees from and against any and all claims, suits, actions, liability, loss, expense, damage or injury to persons or to property caused directly or indirectly by _____ (Renter), its agents, invitees, members or employees or any and all persons acting in their behalf or under their supervision, whether direct or indirect.

Name: _____

Organization: _____

Title: _____

Signature: _____

Date: _____