

# Green Street Quaker Meeting

## Rental Guidelines for the Use of the Meetinghouse

### Before You Arrive

- No alcohol, smoking, drugs, weapons, or pets (guide dogs are allowed) are permitted in the Meetinghouse or on the grounds.
- WIFI is available in the Meetinghouse.
- Confirm your arrival time with the meeting representative for your event 3 days in advance. A name and phone number will be provided by the meeting secretary.
- If you will be arriving before 6 o'clock on a school day and need to bring a car onto the property, let the secretary know when you sign the contract so all safety precautions can be taken for the school children.
- Make sure the members of your group know how to get to the meetinghouse:
  - \*Address: 45 W. Schoolhouse Lane  
Philadelphia, PA 19144
  - \*By Car: The Meetinghouse and Grounds are entered from Schoolhouse Lane. The entrance is on the left side. There is an opening in the stone wall. The Meeting representative will unlock the chain for you.
  - \*By Public Transportation: Chestnut Hill East Line-Germantown Station, Chestnut Hill West Line-Chelten Station, Bus Routes X,XH. 23, J, or 26.
- Parking is available in the back and left side of the Meetinghouse after school hours, and on Schoolhouse Lane after school hours. There are two public lots close by: one at the corner of Armat and Greene Street and the other at Armat and Germantown.

### When You Arrive

Please only use the spaces you have rented.

### Outside Grounds and Porch

The porch, the area in front of the meetinghouse, and the paved areas behind and next to the meetinghouse are included in this rental. You also have use of the wheelchair accessible bathroom on the first floor that is accessed through the front door.

### Social Room

This comfortable room includes folding chairs and a small round table. There is access to a wheelchair accessible bathroom. Food and beverages are not permitted in this room but beverages may be served in the hallway inside the front door. The bathroom is wheelchair accessible

**Meeting room/Worship room** This is a large space with cushioned benches. There is access to a wheelchair accessible bathroom. Food and beverages are not permitted in this room but

beverages may be served in the hallway inside the front door. Please do not move the benches or use the fireplace without prior permission.

### **Dining Room**

Food and beverages may be served in this room. You may only access the kitchen if you have reserved it in advance, but outside food may be brought in. This room seats 75 people at tables. You must enter the dining room through the dining room doors. You will not have access to the upstairs unless it is part of your rental.

### **Kitchen**

Food Preparation, cooking, classes, and demonstrations may take place in the kitchen. The kitchen is equipped with pots and pans, cutting boards, knives, utensils, commercial stove and ovens, prep tables, sinks, and space in the refrigerator and freezer to use during your rental. You must bring all of your own food, including condiments, paper goods, plastic wrap, foil, etc., and you must take everything home with you. All equipment must be washed and returned where you found it. This rental does not include the upstairs or dining room.

### **Before you leave**

- All spaces must be left the way you found them.
- All trash, recycling, and compost must be removed from the Meetinghouse and grounds. If you paid for a meeting representative, they will do this for you.
- Windows and doors must be closed and locked.
- If you rented the Meetinghouse, Social Room or outside grounds all guests must exit from the front door. The person locking up must lock the front door and then set the alarm and exit from the dining room door. If you paid for a meeting representative, they will do this for you.
- If you rented the kitchen or dining room all guests must leave from the dining room door. The person locking up must set the alarm and exit from the dining room door. If you paid for a meeting representative, they will do this for you.
- Remove signs, balloons, and all items that you brought with you from the property.
- The exit checklist must be filled out before you leave in order for your deposit to be returned.