



## **RICHMOND FRIENDS' MEETINGHOUSE: INFORMATION FOR USAGE**

The Richmond Friends welcome your use of our Meetinghouse and ask that you adhere to the procedures delineated below. Please note that these policies apply not only to Richmond Friends but to all who utilize the Meetinghouse.

It is important that each group using the Meetinghouse provide a contact person. This person is ultimately responsible for advising Richmond Friends of your group's needs, paying any and all fees, and the overall use and resulting condition of the facilities. The Building Coordinator for the Richmond Friends' Meetinghouse is Chris Roberts; he can be reached at 804.232.4975 or by e-mail at [ramcat59@earthlink.net](mailto:ramcat59@earthlink.net).

Richmond Friends' Meetinghouse is composed of two structures: the "Frame Building" is entered from Kensington Avenue. The "Brick Building" is located behind the Frame Building and is entered from Commonwealth Avenue.

### **General Policies and Procedures:**

1. Long-term use of the facilities, or use of the premises for commercial or profit making endeavors requires written approval from the Richmond Friends Meeting (RFM).
2. Parking and Noise: Because the Meetinghouse is located within a residential neighborhood we ask that your group be considerate of our neighbors when parking automobiles. Ideally, cars should be parked on Commonwealth Avenue when possible. Persons on RFM grounds should be quiet and respectful of our neighbors whenever outside the building, and should not be on the grounds past midnight.
3. All reservations should be made through the Building Coordinator.
4. Any damage done to Meetinghouse property is the responsibility of the individual or group using the facilities.

5. A scheduling calendar for use of the building may be found to the left of the pigeonholes in the Common Area. Once a proposed activity is approved, the meeting time for that activity will be entered onto the calendar by the Building Coordinator; long-term users are asked to reserve dates several weeks in advance.
6. **IN CASE OF ANY EMERGENCY PLEASE DIAL 911.** The Meetinghouse address is 4500 Kensington Avenue. First Aid supplies are located in the kitchen in a labeled cabinet, and Fire Extinguishers are found throughout both buildings.

**PLEASE NOTE: A CHECKLIST FOR EXITING THE BUILDING MAY FOUND AT THE END OF THIS BROCHURE FOR YOUR CONVENIENCE.**

### **SPECIFIC RFM POLICIES**

**Smoking:** No smoking is allowed within the Meetinghouse, on the grounds, nor in the playground. An ash container may be found next to the Commonwealth Avenue entrance and we ask that tobacco products be extinguished there (this prevents a need for policing the grounds.)

**Alcohol:** No alcohol may be consumed in the Meetinghouse nor on the grounds.

**Candles:** Please use caution when burning candles. In addition to being a fire hazard, hot wax can damage carpets and floors.

**Wedding Decorations:** All wedding decorations should be removed after the ceremony.

**Telephone:** A telephone is located on the 3<sup>rd</sup> floor of the brick building; an answering device receives INCOMING calls after the 4<sup>th</sup> ring. **Local OUTGOING calls may be made for ten cents per call.**

**Furniture:** Please do not move the benches in the Meeting Room for Worship. Furniture moved from one area of the Meetinghouse to another should be returned to its original location; this also applies to toys, books, equipment and supplies in the children's rooms. Furniture should not be borrowed from the Meetinghouse without RFM approval.

**Shutters:** Please do not close the exterior window shutters.

**Fire Doors:** Please keep fire doors closed when possible, and always close these doors before exiting the building.

### **GENERAL GUIDELINES FOR USING THE KITCHEN**

- Please take or throw out all food you brought unless **you** are using it again (Don't assume that if you leave it someone will use it).
- Label any items you put in the refrigerator with the date and who they are for. Items not labeled will be thrown away!!! Tape and marker are in the drawer next to the refrigerator.
- Put away dishes, food, storage containers, etc. Please leave the countertops free of clutter.
- Sweep the floor (broom and dustpan are in the janitor's closet).
- Check microwave and clean, if necessary.
- Clean coffee makers (including dumping old grounds).
- Wipe the counters.
- Unclaimed serving dishes will be placed on the cart in the alcove opposite the kitchen. Periodically unclaimed dishes left for long periods of time will be recycled.

### **STOVE INSTRUCTIONS**

*(PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY!!!!)*

- Spilled sugar or acidic liquids left on the stovetop will damage its surface. Turn off the burner and wipe the stove right away with a damp sponge.

- Clean stove top after each use with the special cream cleaner found in the cabinet (soft scrub is ok too). Squirt a small amount of cleaner on the stovetop, wipe with a damp, non-abrasive sponge. Then buff with a clean, dry cloth. Please do not use any other cleaners. Ammonia especially will harm the finish.
- Please do not slide aluminum pans across the top of the stove.

### **DISHWASHING GUIDELINES**

- Do not use dishes and leave them in the sink. Please wash your own dishes!!!!
- Small quantities of dishes are best done by hand.
- Larger quantities of dishes can be done in the dishwasher. Please use the energy-saving dry mode.
- Dish washing liquid and dishwasher detergent are located in the cabinet above the sink.
- Dish drains are located below the sink.

### **TRASH GUIDELINES**

- Empty trash can into supercan outside especially if trash contains foodstuffs.
- Put a clean bag in the can (bags are located above the sink)

### **MEETINGHOUSE ACCOMODATIONS**

#### **Light and Fan Controls**

##### **Brick Building:**

- Inside the Commonwealth Avenue doorway:
  - Light switch to the right is for the outside light and should be left on at all times.
  - Light switch to the left (as well as the switch at the top of the first stair landing) controls the hall and stairwell lights. Both switches control the same lights.
- There is a light switch on the 1<sup>st</sup> floor of the Brick Building inside the swinging doors.
- There is a light switch at the bottom of the landing en route to the 2<sup>nd</sup> floor.  
All other ceiling lights have pull strings.

##### **Frame Building:**

- There are two light switches (one a dimmer switch) in the small foyer between the Frame and Brick buildings.
  - The switch for the ceiling fan is located between the two light switches.
- The switch inside the Kensington Avenue door controls the exterior light over the front entrance.

#### **Electrical Outlets**

**Brick Building:** Numerous outlets are found throughout the brick building.

##### **Framed Building:**

- On the baseboard
- To the right of the return air vent
- To the left of the clock, near the floor.

#### **Elevator Usage**

The elevator connects all three floors of the brick building and will only operate if all the doors to the elevator shaft are closed. The grated doors in the elevator must also be closed. The top switch in the control panel in the middle of the car is the car's light switch. Turn the key in the keyhole for the floor

you wish to go to; the top keyhole for the third floor, the middle keyhole for the second, etc. Do not remove the key from the car.

### **WINTER HEATING PROCEDURE**

**Frame Building:** This thermostat is automatically activated every First Day morning during cold weather. To heat the frame building at other times go to the furnace room in the 1st floor of the Brick Building (across from restrooms) and change the wall switch (found above the water heater) from “Automatic” to Manual.” **Please remember to return the switch to “Automatic” before leaving.**

**NOTE: It may take 30-60 minutes to warm the Frame Building.**

**Brick Building:** The thermostat for this building is located on the 2<sup>nd</sup> floor. Switches should be left at “Auto” and “Heat.” The temperature should be set between 68-70 degrees. Please return the control to the far left position before leaving. **DO NOT TURN OFF!!**

### **RICHMOND FRIENDS’ MEETINGHOUSE CHECKLIST BEFORE LEAVING THE MEETINGHOUSE**

- ✓ **If you used the framed building, did you bolt the Kensington Avenue (front) door from the inside?**
- ✓ **Did you close the handicap entrance?**
- ✓ **Are all windows closed, including the storm windows on the 1<sup>st</sup> floor of the brick building?**
- ✓ **Are the fire doors closed?**
- ✓ **Is the kitchen clean, and all requests regarding kitchen usage met?**
- ✓ **Did you return the heat controls to the original position?**
- ✓ **Are all fans, heaters, the stove, coffee and other appliances switched off?**
- ✓ **Did you turn out the lights in closets and restrooms? Are the exterior lights on?**
- ✓ **Did you lock the Commonwealth Avenue (side) door?**
- ✓ **If you opened the building with a borrowed key did you return it to the owner?**

**Thanks for your cooperation.**

