

**Friends Center Corporation**  
**Conference and Meeting Room Policy**  
*Revised 12/8/2017*

**A. Who may use meeting space in Friends Center?**

1. ***Tenant organizations*** have first choice of rooms on a first come first served basis. Tenant organizations may reserve room up to one year in advance. Use of meeting spaces is part of tenant rent, there is no additional charge during regular business hours as provided in the lease agreement. There is a charge for using the building outside normal business hours.
2. We encourage ***tenant groups to host other groups*** with which they are affiliated. There is sometimes a gray area regarding when an event is a “tenant event” and when it is an outside group being “hosted by a tenant” for which different policies apply.
  - a. An event is a *tenant event* when organization or project receives a significant level of funding (at least 50%) and/or staff support from the tenant organization.
  - b. An event is regarded as “*hosted by a tenant*” when the tenant group is a co-sponsor but less than 50% part of a group or coalition. In these instances the tenant group may reserve the space at the minimum Quaker rate.

In both cases, whether it is a tenant event or an event hosted by a tenant group, a staff member or committee clerk must be named as liaison with the Friends Center office, make the arrangements, and be present as host through in the entire event. Personnel of the tenant organization must be active participants throughout the event. The person making the reservation may be asked to document the relationship with the tenant group. Groups not meeting these criteria, may reserve space as non-tenant groups. See below.

3. ***Quaker organizations*** that are not tenants of Friends Center may reserve space in Friends Center at a special Quaker rate. Groups that do not have liability insurance can be insured under our Tenant and Users Liability Insurance Policy (TULIP), generally for \$100.
4. ***Other groups*** with complementary missions to the Friend Center may use the building for the published fee schedule as available. Outside groups must provide proof of insurance, \$1,000,000 single limit general comprehensive liability coverage with Friends Center named as an additional insured. If they do not have insurance they can be insured under the TULIP (see point 3 above). For the nonprofit rate groups must provide a copy of their IRS nonprofit status letter. Allowances can be made for peace and justice groups that are not incorporated.
5. ***Equity Partners have priority*** for scheduling spaces. Any proposed reservation one year or more in advance must be cleared with the Equity Partners to ascertain that the proposed reservation does not conflict with upcoming Equity Partner events.
6. ***Political Events:*** As a nonprofit organization with 501(c)(3) tax-exempt status, Friends Center does not participate in any political campaign on behalf of, or in opposition to, a candidate for elective public office.
  - a. Friends Center does not rent office or event space to candidates, their campaigns, or independent groups involved in such campaigns.
  - b. Debates to which all candidates for a particular office are invited are allowed.

- c. Events that involve an individual or individuals currently holding elected office are allowed, as long as the events are not related to their election or re-election campaigns.
- d. Events related to political issues relevant to Quaker values, including discussions of existing or proposed legislation, are allowed.

## **B. Additional Services**

1. ***Electronic equipment:*** arrangements may be made for conference telephone, digital projector, and video conferencing.
2. ***Kitchen:*** The kitchen may be reserved for an additional charge. Caterers must be pre-approved to use the Friends Center kitchen and equipment. Caterers will be required to show proof of product liability in addition to the coverage required in #4 above.
3. ***Extended hours:*** Tenant groups may request extended hours in advance, there is a fee for extended hours. Request for changes beyond regular hours must be made at least 72 hours in advance of an event. Request made less than 72 hours in advance of the event will be subject to a premium charge and may be refused if personnel are unavailable.
4. Rooms in the Meetinghouse are not available before 2:00 p.m. on First Days (Sundays).
5. Tenants planning large events may be asked to provide additional insurance covering that special event.

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### ***History of Policy Revisions***

- Reaffirmed by the Friends Center Corporation Board on 11/21/2000, 11/28/2000
- Proposed revisions approved by FCC Board on 2/26/02 to be sent to Equity Partners for review and approval
- Updated Hourly Extended Hours Charge 7/1/2006
- Updated 2010
- Updated 2016, *partner clearance is now required only for reservations made  $\geq 1$  year in advance*
- Updated 12/2017: *Added item 6, regarding political events*