

**Haddonfield Monthly Meeting
of the
Religious Society of Friends
Facilities Rental Agreement**

Renter Name: _____

Renter Address: _____

Email address: _____

Telephone number: _____ Alt. Number: _____

THIS AGREEMENT is made by and between the above named person(s) or organization, (“the renter”) and Haddonfield Monthly Meeting, 45 Friends Avenue, Haddonfield, NJ 08033 (HMM). For good and valuable consideration and in consideration of the mutual promises in this agreement, the parties agree as follows:

HMM agrees to allow the renter to use the HMM facilities on the following dates for the following event:

Type of Event _____

Date(s) of Event: _____

Check-in Date/time: _____ Check-out Date/ time: _____

The use of the Meeting House for the event is limited to the following areas (including ingress and egress through foyer and hallways and use of restrooms):

Area(s) of HMM Property to be used and rent to be paid:

Worship Room - \$X Auditorium - \$Y Kitchen - \$Z etc.

Total Rent: _____

HMM does not charge or require any gratuity charge or tip.

The rental is to be paid to HMM in full at least seven days prior to the event, which date is Saturday October 25th. In addition to the rental cost, the renter(s) will pay a refundable amount of \$150.00 for security/damage deposit in order to reserve any event date. Rentals are on a first come first serve basis but **some** requests are subject to HMM approval. If your request must be approved by the Meeting, it will be considered by the Property Committee on the 4th Wednesday of the month. You will be notified thereafter of the Meeting's decision.

No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed by both the renter and HMM, the security/damage deposit has been paid and all other requirements set out in the Agreement are satisfied.

Conditions and Limitations of Use/Prohibited Uses.

The HMM facilities rental is limited as follows. Please read these conditions carefully.

1. The renter understands and acknowledges that:
 - a. The Meeting House is a place of worship of the Religious Society of Friends (Quakers). Quakers follow certain faith-based guiding principles (called "Testimonies") in conducting their personal and business affairs, including the use of the Meeting House and grounds. These principles include: peace and non-violence, simplicity, integrity, equality and responsible stewardship of the environment. HMM reserves the right to limit and control activities on its property (including cancellation or termination of the event) if HMM determines at any time that a renter's activities are not consistent with these principles.
 - b. The HMM campus is an historic property with limited modern accommodations and conveniences. HMM has no paid staff and has limited resources to accommodate special needs or requests or to supervise or monitor the safety, security or comfort of renters or their guests. Although HMM will clean the premises before the event, otherwise the renter accepts the facility "as is". However, HMM or any representative of HMM has the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.
 - c. HMM shares its facilities with Haddonfield Friends School (HFS). The limitations set forth herein apply to all areas of the Meeting House property, including those used by HFS. No rental activities may interfere with normal school activities or school property.
2. HMM premises may not be used for any unlawful purpose. Specifically and in addition, the following activities are prohibited anywhere on the property of HMM (including buildings, grounds, and parking lot). HMM reserves the right to discontinue any event without any rent refund and to ask any individuals who engage in any of the following activities to leave the premises. Renters are encouraged to communicate these restrictions to their guests.
 - a. **Smoking:** No smoking or other tobacco use is allowed, HMM is a smoke-free campus.

- b. **Alcoholic Beverages:** Alcoholic beverages are prohibited. This facility is a non-alcoholic facility.
 - c. **Controlled Substances:** Illegal drugs and controlled substances are prohibited.
 - d. **Weapons/Firearms:** Weapons and/or firearms of any kind are prohibited. This includes toy or replica weapons.
 - e. **Gambling:** Betting or the playing of any games of chance for money is prohibited.
 - f. **Loud Noise:** Loud activities (including loud music) should be kept to a minimum so as not to disturb neighbors of HMM, other members and guests at the facility or in the surrounding area.
 - g. **Rides and Games:** The following are prohibited from anywhere on the property of HMM: Inflatable party attractions such as "Moon Bounces", waterslides and other slides; dunk tanks; amusement rides; carnival games, petting zoos, pony rides or animal attractions of any kind; helium balloons and Mylar balloons; climbing walls; physical sports including football, soccer and baseball; net games such as volleyball and badminton. This list is not exclusive. For any physical activity not mentioned, renters should advise HMM and seek prior approval.
 - h. **Fires:** Barbeque grilles (gas or charcoal), camp fires or any other outdoor or indoor fires are prohibited.
 - i. **Fireworks:** Fireworks of any kind, including firecrackers and sparklers, are prohibited.
 - j. **Pets:** No pets other than service/companion dogs for the disabled are allowed on the property.
3. The following additional prohibitions/restrictions apply:
- k. **Worship Room:** Unless the rental is for a wedding, funeral, concert, worship service or other use specifically agreed to in writing by HMM, renters are not permitted to use the Worship Room, except briefly for quiet prayer, mediation or reflection, and no furniture or property in the Worship Room may be moved from or used for any rental activity
 - l. **Classrooms and Play Areas:** Use of the HMM/HFS classrooms, playgrounds, playground equipment is prohibited. Renters are solely responsible for supervising children and keeping all guests of any age away from playground equipment.
 - m. **HMM Graveyard:** All of the conditions of this Agreement apply to the entire HMM Graveyard. Guests are expected to treat our graveyard with respect and solemnity. Unless specifically agreed to in writing by HMM, any use of the HMM Graveyard is prohibited except briefly for quiet prayer, mediation or reflection. Wedding photography sessions are permitted. Sledding parties or sledding as part of another event are prohibited.

- n. **Kitchen:** Unless use of the kitchen is specifically included in the “Area(s) of HMM Property to be used” section above, the kitchen may not be used for food preparation or storage. Use of HMM kitchen equipment or supplies is prohibited. Renters may not use the refrigerators, ovens, coffeemakers, range or dishwasher, utensils, plates and dishes, cups, etc., for any purpose unless the kitchen is included in the “Area(s) of HMM Property to be used”.
 - o. **Office and Library:** Unless use of the office and library is specifically included in the “Area(s) of HMM Property to be used” section above, use of these rooms is prohibited.
 - p. **Parking:** the HMM parking lot is available at all events at no extra charge. Parking is subject to parking signs and regulations.
 - q. **Miscellaneous:** Renters may not charge admission to any event or conduct raffles or auctions and/or sell any articles.
4. HMM is not responsible for accidents or injury to the renters, guests, visitors, or any other persons or for the loss of money or valuables of any kind. HMM is not responsible for damage to or the loss, theft or disappearance of any personal property of anyone on the premises for the event. The renter hereby agrees to release, acquit, and discharge HMM, its corporate officers, employees, members and representatives, from any and all claims, demands, and causes of action, that renter may have, have had, or ever have arising out of or by reason of the renter’s’ rental for the event.
5. The renter agrees to indemnify, protect, and hold harmless HMM, its corporate officers, employees, members and representatives against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during the rental terms and times.
6. The renter agrees to purchase, and maintain in full force and effect for the entire period of the rental, liability insurance covering the renter for liability incurred arising from the event, with per occurrence limits of insurance of at least \$1,000,000.00, naming HMM, its corporate officers, employees, members and representatives as additional insureds under the policy, and evidenced by a certificate of insurance to be provided to HMM in advance of the event. Such insurance will be primary and non-contributory with respect HMM’s liability insurance. Unless specifically agreed to in writing, the renter’s homeowners’ insurance will not be adequate to satisfy this provision. HMM reserves the right to cancel or terminate the event and retain the deposit if adequate proof of insurance is not provided.
7. The \$150 security deposit fee will be deposited into a business account of HMM. It may be applied to set off overstay rental fees, additional space rental fees, or to compensate HMM for damages. The deposit is fully refundable if: 1) the facility is returned in an acceptable condition as determined by the Meeting; 2) the renter has not remained on the premises beyond the agreed upon rental period; and 3) the renter has not used areas of the facility not contemplated by the rental agreement. Any event-related damages, overstay charges, or additional space fees will be deducted from the security/damage deposit. However, the deposit amount is not intended as liquidated damages. If the damage deposit is not sufficient to cover HMM’s damages, then the renter is responsible for:

- a. Any loss or damage caused to HMM or HFS property during or after the event by the renter, guests, caterers, helpers or vendors, without regard to fault;
- b. The proper handling of all equipment and furnishings;
- c. Removal of trash to disposal or recycling containers;
- d. Overstay and additional space rental charges.

If HMM determines that the deposit fee is not to be returned to the renter, HMM will so advise the renter in a letter, stating the reasons for the denial. Otherwise, HMM will issue a check to the renter for full a refund.

8. If the renter cancels within 48 hours of the event, and HMM has spent time and effort setting up or otherwise preparing the premises for the event, HMM will be entitled to retain the deposit fee as compensation for its preparation.
9. The age of all persons responsible for renting the property must be at least 25 years and older with no exceptions. All youth/teenage activities must be supervised by a minimum of two adults at all times.
10. Maximum occupancy for the Auditorium is not to exceed 85 persons with tables or 150 persons without tables in order to comply with fire and county/city regulations. Maximum occupancy of the Meeting House is 312 persons in the left room facing Friends Avenue and 378 persons in the right room facing Friends Avenue.
11. The renter is responsible for making his/her own arrangements with any catering provider. HMM must be provided with the names of any caterers and/or other vendors that will have access to the facility at least five days prior to the event.
12. If decorations are used, they may not be affixed to the walls or furniture with staples, tape, thumb tacks or nails. Damage from marks on walls or furniture caused during the event will result in a forfeiture of the full amount of the deposit, without regard to fault.
13. HMM will be responsible for setting up tables and chairs in the auditorium prior to the event and will take down any tables and chairs at the end of the event. The renter will be allowed one hour of set-up time prior to the event and on the day of the event only. For any outdoor events, HMM will assist the renters in setting up and taking down HMM tables and chairs, but the renter will be solely responsible for any rental chairs, tables, stages, tents, canopies, etc. Placement of tables, chairs, stages, tents and canopies, etc., for outdoor events must be approved by HMM in advance.
14. All items brought in by renter(s) must be removed by renter(s) prior to check-out time. No property belonging to HMM may be moved or taken outside by the renter or their guests without prior approval by HMM. Failure to comply with provision may result in the renter forfeiting all or part of the deposit at the discretion of HMM.
15. The renter is expected to leave the facilities in acceptable condition. Professional cleaning services will be provided by HMM after the event. No cleaning services are provided during the event. The following general cleaning is required at the conclusion of the rental:

- a. Bag all trash and leave it in the kitchen next to HMM trash receptacles.
- b. Remove all renters' food and other items from the kitchen and refrigerator.
- c. Remove decorations, if any.

16. This Lease and any payments should be sent to:

Patricia Williams
 418 Washington Avenue
 Haddonfield NJ 08033

E-mail communications should be directed to Patricia Williams at: willipat@verizon.net

17. Checks should be made payable to "Haddonfield Monthly Meeting".

Consent and Release:

I have read this Agreement and hereby agree to all of the general terms and specific conditions set out and, in particular, hereby agree that I am personally responsible and obligated to pay all charges due HMM in accordance with the Agreement. I further agree that any breach of any of the conditions may result in the termination of my right to use the facility at the discretion of the HMM.

Renter	Date
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Renter	Date
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In consideration of the agreements made by the renter, HMM hereby accepts this Agreement permitting the renter the right to use the HMM facility at the time or times agreed upon.

Haddonfield Monthly Meeting of the Religious Society of Friends

By: _____

Date _____