

**THIRD HAVEN FRIENDS MEETING**  
**FACILITIES USE COMMITTEE**  
**2018 ANNUAL REPORT**  
 Presented March 8, 2020

<b><u>TYPES OF USAGE 2017</u></b>	<b><u>NUMBER MTGS PER CALENDAR</u></b>	<b><u>DONATION (per Treasurer)</u></b>
<b><u>TYPE 1 Meetings</u></b>		NONE
<b><u>Third Haven Committees &amp; Functions; Other Quaker Mtgs</u></b>		
A Course in Miracles	38	
All Clerks	1	
Book Group, Evening	5	
Budget & Finance	1	
Burial Grounds	2	
Called Meeting	0	
Carriage Shed Sale Days	0	
Charitable Contributions Comm	0	
Christmas Potluck Lunch, Carols	1	
Clean-up Day	2	
Clearness Comm	2	
Detention Training	1	
Facilities Use Comm	0	
Faith & Play	0	
Faith and Practice	0	
FDS Comm	2	
First Day Conversations	19	
Inward Bound	3	
Jung Group	21	
Long-Range Planning	4	
Marilla's Lunches	8	
Meeting for Business	10	
Multicultural Training	1	
#MeToo Women's Forum	0	
New Members & Attenders' Luncheon	1	
Nominating Comm	0	
Outreach Comm	9	
<b><u>TYPES OF USAGE 2017</u></b>	<b><u>NUMBER MTGS PER CALENDAR</u></b>	<b><u>DONATION (per Treasurer)</u></b>
Outreach Film Discussion	4	
Pastoral Care Comm	11	
Pastoral Care Event	2	
Property & Grounds Comm	9	
Scholarship Committee	2	
Smart Recovery	51	
Spiritual Formation	20	

Spiritual Journey	11	
Southern Quarter	1	
TACL	3	
Testimony & Concerns Comm	8	
Thanksgiving Meal Prep	0	
Threshing Session	0	
Trustees' Meeting	2	
Worship & Ministry Comm	14	
Worship & Ministry Events	16	
<b>SUB TOTAL</b>	<b>283</b>	<b>N/A</b>
<u>First Day School</u>		
Easter Egg Hunt	1	
Elementary School Child Prg	7	
FDS & Peachblossom Comm	2	
Holiday Program	1	
Mommy & Me	0	
Nature Tots	17	1415
Open House	1	
Moving Up Day + Setup	1	
Rivers Edge Forest Play	-----	
Summer Camp	8	1875
Third Haven Nature Camp	0	
Little Spices	10	640
Tiny Spices	0	
Ukelele Circle	0	
Wreath Making	1	
<b>SUB TOTAL</b>	<b>49</b>	<b>\$3930 (TUITION)</b>
<b>TYPE 2 Meetings</b>		<b>DONATION</b>
Basket Group, Dona S	1	
Basket Weaving, Heidi w	3	75
Claggett Family	1	
Garden Club	2	250
Knit Together	2	
League of Women Voters	2	50
Mankind Project	15	240
Meditation Retreat	1	104
Pickering Creek Planting	1	N/A
Plenair on Grounds	1	
Practice, Dance	2	
Talbot Rising	3	
Therapist Work Retreat (C.Pullen)	2	
U of MD Archeology	2	N/A
UNQO Presentation	1	
Wisdom Circle	0	25 (advance)
<b>SUB TOTAL</b>	<b>30</b>	<b>\$744</b>
<b>TYPE 3 Meetings</b>		<b>DONATION</b>

Bus Tours	2	0
Cambridge School Tour	1	60
<b>SUB TOTAL</b>	<b>3</b>	<b>\$60</b>
<b>TYPE 4 Meetings</b>		<b>DONATION</b>
Memorial for Ralph Young	1	
Memorial for Robert Shattuck	1	
Wedding Raring-Novack	1	
<b>SUB TOTAL</b>	<b>3</b>	
<b>2019 TOTAL</b>	<b>368</b>	<b>\$4734</b>
<b>TOTAL 2018</b>	<b>348</b>	<b>\$5303</b>
<b>TOTAL 2017</b>	<b>330</b>	<b>\$2517</b>
<b>TOTAL 2016</b>	<b>-----</b>	<b>\$1544</b>
<b>TOTAL 2015</b>	<b>-----</b>	<b>\$1596</b>
<b>TOTAL 2014</b>	<b>-----</b>	<b>\$1721</b>

**THIRD HAVEN FRIENDS MEETING**  
**FACILITIES USE COMMITTEE**  
**2019 ANNUAL REPORT**  
 Presented March 8, 2020

**CURRENT STATE:**

Third Haven Friends Meeting continues to provide a quiet, reflective space for the Meeting's activities, Members' outside activities as well as the meetings of non-members.

**CURRENT DONATION/FEE STRUCTURE POLICIES**  
**FOR FACILITIES USAGE (Sept 2017)**

**The primary purpose of the Common Room is to accommodate the needs of the Meeting. Therefore, all Meeting activities have scheduling priority over any other group when a conflict arises.**

Listed in order of priority below (to rank competing outside requests for use on the same dates), the Meeting has established four types of uses:

**Type 1 Meetings:**

- Third Haven Friends Meeting committees and functions

- Other Quaker Meetings' events

There is no cost for Type 1 uses. Event dates are secured when confirmed by the Facility Use Committee.

### **Type 2 Meetings:**

- Nonprofit groups of which a Meeting member/attender is also a member
- Private uses by Meeting members/attenders where the member/attender will be present at the event
- Other religious/spiritually based groups
- Nonprofits with missions supported by the Meeting

This use is approved with a request that the group make a donation for each meeting to Third Haven Friends Meeting that is commensurate with the:

- User's budget
- Available resources of the attendees
- Registration fees charged to attendees

If the event is cancelled, the Meeting appreciates as much notice as possible.

Event dates are secured when confirmed by the Facility Use Committee. (Cash/Check to be forwarded by the Friendly Presence to our Treasurer with event title and date.)

### **Type 3 Meetings:**

- Other nonprofit organizations (includes fundraisers) with missions supported by the Meeting
- For-profit organizations
- Individuals

The donation for facilities use is \$100 for each 4 hour period, or part thereof, PLUS \$25/hour thereafter. Tours (Bus Company or Personal) are requested to make a donation of \$3/person.

If the event is cancelled with more than 1 week's notice, 80% of the total donation will be refunded. With less than 1 week's notice, 60% of the total donation will be refunded.

Event dates are secured when confirmed by the Facility Use Committee. (Cash/Check to be forwarded by the Friendly Presence to our Treasurer with event title and date.)

### **Type 4 Meetings: USE OF FACILITIES FOR LIFE PASSAGE EVENTS**

- Memorial Service

Members and attenders: **\$100 (for caretaker fee)**

Non-Members: **\$400 donation (includes \$100 gratuity for caretaker)**

If the event is cancelled with more than 1 week's notice, 70% of the fee (\$210) will be refunded. With less than 1 week's notice, 50% of the fee (\$150) will be refunded.

week's

- Wedding

Members and attenders: **\$100 (for caretaker fee)**

Non-Members: **\$600 donation (includes \$100 gratuity for caretaker)**

If the event is cancelled with more than 1 week's notice, 70% of fee (\$350) will be refunded. With less than 1 week's notice, 50% of the fee (\$250) will be refunded.

[Adherence to all aspects of this Facility Use Policy is required whether or not there is a set cost of such usage.]

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All events are recorded on the Common Room and on-line calendars. The sponsor will be identified by the group or individual's name, the date/time and contact information including a phone number/email address.

The Facilities Use Committee may approve or disapprove such use or refer the request to the Meeting for Business. The Meeting reserves the right to terminate any on-going agreements with outside groups. In all uses approved for outside groups, the Committee will insure that there are adequate safeguards and oversight in place. If such groups meet on a regular basis and if a Meeting member must be absent, a person deemed responsible will be designated by name and must be present during the entire time.

The following are not permitted anywhere on Third Haven Meeting property:

- Consumption of alcoholic beverages, smoking, and the use of illegal drugs.
- Fires, firearms, and fireworks.
- Pets in buildings except for service dogs.
- Rice or confetti.
- Non-electric lamps or lighted candles.
- No food is to be taken in either of the Meeting Houses.**

When the kitchen is used, the group is expected to provide all supplies and to leave it in clean order, with all items used restored to their proper locations.

Unusual damage (rug stains, breakage) will be charged to the user.

*If decorations are to be used, please discuss the proper display of them with the Facilities Use Committee. All decorations are to be removed and not leave any marks on the walls or furniture.*

Children will be supervised by an adult at all times.

Parking should first take place on graveled areas. There are three handicapped spaces in front of the Common Room. Parking may be allowed on grassy areas when attendance exceeds the graveled areas if the ground is firm and dry. For all large events, the event sponsors shall provide direction for parking to attendees. The Meeting will oversee the parking.

Should the user not be a member of Third Haven, a Member will be assigned as an unobtrusive "Friendly Presence" during the event.

**CONSIDERATIONS:**

1 – In answer to a question posed at the recent All Clerks’ Meeting, Facilities Committee will check with Long Range Planning Comm whether it is useful for them to know the number of people who attend committee meetings and events in the 3 buildings at THFM.

2 - Scheduling on the Paper Calendar/Syncing with On-Line Calendar

Members are notifying Facilities Committee for the majority of requests of dates/times for meetings, Weddings or Memorials either by contacting Larissa Kitenko (e-mail/text) or Adrienne Rudge.

Non-members typically leave a voice message on Third Haven’s answering machine or contact the website administrator. Interestingly, non-members use our on-line calendar to decide when to schedule an event. All phone requests are forwarded by Communications Committee to Larissa.

There is frequent communication between Facilities and Communications Committees.

3 - Appropriateness of facility fees

The current system of categorizing meeting/event types seems to be working well.

4 – Donations

Donations are forwarded by the Facilities Comm or Friendly Presence to our Treasurer in a timely manner along with a clear description of the event and its date and time. There is frequent communication between Facilities Committee and the Treasurer regarding upcoming events and their expected donations.

**RECOMMENDATIONS:**

1 – Members to continue checking the Common Room Calendar and notifying Facilities Committee of desired dates/times for their event.

This will:       inform the Committee  
                       prevent double-bookings  
                       insure a Friendly Presence at each event  
                       collect & record donations in a timely manner  
                       insure clean-up

2 - Continue the current donation schedule.

3 – Continue communications among Treasurer, Facilities and Communications Committees as well as other committees s needed.