

THIRD HAVEN FRIENDS MEETING
FACILITIES USE COMMITTEE

ANNUAL REPORT for 2023

Presented April 14, 2024

<u>TYPES OF USAGE 2023</u>	<u>EST NUMBER TIMES ON CALENDAR</u>	<u>DONATION (per Treasurer)</u>
<u>TYPE 1 Meetings</u>		NONE
Third Haven Committees & Functions; Other Quaker Mtgs		
A Course of Love	7	
A Course in Miracles	43	
Aging as Friends (PComm)	2	
All Clerks	0	
Architect/Charette/Morgan State	0	
Blue Christmas	0	
Bulb planting	0	
Bridal Shower	0	
Campaign Comm	12	
Caregiver Support	0	
Christmas Potluck Lunch, Carols	1	
Clean-up Day	2	
Clearness Comm	0	
Co-Clerk	1	
Coffee w/Susan	0	
Communications Comm	1	
Composting	2	
CR Cleaning	2	
Dream Group	24	
Facilities Comm	1	
Faithful Hands	1	
Food Coop Mtg	0	

Friends Peace Team	1	
Fundraising	2	
Gospel Reading	5	
Green Tree Planning)	4	
Happier Hour	49	
Holiday Art Sale Planning	1	
HVAC Inspection	1	
Internment	0	
Interfaith Partnership Chesapeake	1	
Intro to Quaker Mtg	14	
Journal Group	51	
Journal Group #2	10	
Light Meditation	0	
Library Detention Ctr	0	
Luncheon for Friend	1	
Meeting for Business	10	
Meeting for Worship	52	
Mtg for Worship (Wed)	52	
Mtg of "Six"	0	
Memorial Serv Rehearsal	0	
Native Plant Swap	1	
New Members & Attendees' Luncheon	1	
Nominating Comm	0	
Outreach Comm	8	
Pastoral Care Comm	10	
Planning Comm	14	
Planning & Finance	0	
Pocomoke Mtg	1	
Potluck & Movie	2	
Property & Grounds Comm	8	
Potluck w/PYM	1	
Quaker Voice	1	
Scholarship Comm	1	
Spiritual Journey	1	

Testimony & Concerns	10	
T & C Luncheon	0	
TIS Meal Prep	10	
Treasurer	0	
Trust Circle Training	0	
Trustees' Meeting	0	
Worship & Ministry Comm	5	
Worship Sharing	<u>0</u>	
SUBTOTAL		N/A
<u>First Day School</u>		
First Day FDS	10	
Moving Up Day	1	
Brunch	1	
Christmas	1	
Bonfire Event	0	
Summer Camp	8	Tuition (per Treasurer)
Family Fun	1	
SUB TOTAL	22	
<u>TYPE 2 Meetings</u>		DONATION
Retreat – Blair Hope	1	40
Testing – Blair Hope	1	40
Garden Club	1	150
Holiday Art Sale	1	Tuition per Treasurer
Improv Easton Class	50	1512
League of Women Voters	1	25
Mid-Shore Mediation	0	0
St. Peter & Paul Students	1	0
Shore Lit Poetry	1	100
SUB TOTAL		1867 (est)
<u>TYPE 3 Meetings</u>		DONATION
Bus Tours (Advocacy Build)	1	250
BMH 2nd Floor rent	5	3100

SUB TOTAL	6	3350(est)
<u>TYPE 4 Meetings</u>		DONATION
Memorials Gieske A. Rudge	2	400
Wedding Katie Claggett	1	
SUB TOTAL	2	400
2023 TOTAL		\$5617 est)
2022 TOTAL	524	\$3363
2021 TOTAL	580	\$1565
2020 TOTAL	291	\$170
2019 TOTAL	368	\$4734
2018 TOTAL	348	\$5303
2017 TOTAL	330	\$2517
2016 TOTAL	-----	\$1544
2015 TOTAL	-----	\$1596
2014 TOTAL	-----	\$1721

CONSIDERATIONS:

1 – Third Haven Meetings are being held in-person, hybrid format, or via Zoom.

2 - Scheduling on the Paper Calendar/Syncing with On-Line Calendar
Members are notifying Facilities Committee with plans for meeting times, Weddings, or Memorials.
This insures that each Committee has reserved space and/or on-line time.

Non-members leave a voice message for facilities' use on our answering machine or contact the web administrator.
All such requests are forwarded to Facilities Committee.

3 - Appropriateness of facility donations
The current system of categorizing meeting/event types had been working well and should be continued. This is listed on the webpage.

4– Donations

Donations have been forwarded by Facilities Comm/Friendly Presence to our Treasurer along with the event, date.

Continue with this.

5 – Recommendations from the Risk Control Consultant from GuideOne Insurance to the Trustees (Sept 2022)

P & G Comm and Facilities Comm discussed these Safety Issues that applied to use of our buildings and property.

These recommendations have been included in the agreement document that prospective users of our property sign, viz., the need for a Certificate of Insurance or a signed document that holds “Third Haven Harmless”.

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#### Generally, Common Room usage for meetings in descending order:

Wednesdays (busiest)

Thursdays

Fridays

Sundays (FDS, Hospitality)

Saturdays (occasional meetings)

Mondays (fewer occasional meetings)

Tuesdays (no meetings currently scheduled)

## **THIRD HAVEN FRIENDS MEETING FACILITIES POLICY**

### **2021 CURRENT STATE:**

*Due to the COVID-19 pandemic, all Third Haven Meetings are conducted via Zoom, in-person or hybrid of both.*

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 donation 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.

## - 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.