

Most frequently asked questions about Meetinghouse Rentals

Who can rent the Meetinghouse? As a church exempt from paying Washington property taxes, there are restrictions on to whom we can rent. We can rent to groups that have a federal or state non-profit number. State non-profits who fit the IRS non-profit criteria but have less than \$12,000 per year in income are not required to have a non-profit number.

The IRS non-profit criteria is “The term *charitable* is used in its generally accepted legal sense and includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency.”

In addition, we can rent for a profit event 15 times each calendar year. We carefully track these so that we do not go over 15.

We also rent for other events that are a private, non-commercial event at which no admission is charged. We can do 35 of these events per year.

We are not allowed to rent to political organizations or for political events.

What are the rental rates? There is a flat rate of \$50 for the first 3 hours. Additional hours or partial hours are \$15 per hour.

Can I pay by credit card or PayPal? No. We accept payment by check or cash only.

How much is due to reserve the space? Rental deposits are the full amount of the rent up to \$100 or 50% of the rental fee, whichever is greater.

How do I pay remaining balance of rental payment? Please give a check or cash to the sponsor the night of the event.

How do I get a sponsor? If you the renter know someone in PTFM, that person might be willing to be the sponsor for your event. If you do not know someone in PTFM, the rental coordinator will arrange for a sponsor from Port Townsend Friends Meeting. A sponsor is required for all events. The rental coordinator needs to approve any change in sponsor for a rental event.

Can I tour the facilities? Yes, you can arrange a tour with the rental coordinator.

What does the sponsor do? The sponsor opens and closes the event. Keys or codes are not given out to renters. The sponsor answers questions the renter may have and collects the remaining rent payment due, if any. They receive a free ticket or entrance to event for their services.

Do you have audio-visual or audio equipment? No. We do have a draw-down screen above the stage. The hook to pull the screen down in is the handicapped rest room. The window shades are room-darkening.

How many tables are available for potlucks? There are four in the back closet behind the stage and one in the back of the meeting room.

How many chairs are there? About 100.

How many people can occupy the Meetinghouse? 129 is the legal maximum occupancy of the large room. The chairs can be arranged with one center aisle to accommodate 100 people seated. The aisle is to be kept clear per the fire code.

How big is the stage? The stage can hold about three or four performers with their instruments. Without any instruments it can hold about 10 – 12 people.

Can the piano be moved to stage? No, but it is easily moved around the main floor.

Can the Meetinghouse be used for dancing? Yes but the floors are kind of thin. Some performers bring a dance board for Scottish and Irish dances and such.

How many spaces are in the parking lot? About 26 including 2 handicapped spaces. There is plenty of street parking on Grant Street unless there is a school event.

During the school year, parents use our lot to drop off their children from 8-9 AM, and 2-3 PM. The afternoon pick-up is 12-1 PM for early dismissals on some Wednesdays. We do not have use of the parking lot during these times.

Renters are not allowed to park in the through way in our parking lot. Parkers enter from Grant Street (one-way) and exit on Sheridan. It's suggested that vans and RVs park on Grant Street.

Are alcoholic beverages allowed? No. Also, there is no smoking, vaping and no use of fragrances, candles or guns in the building or in the parking lot.

Are coffee and teas supplied? No. Renters can use our equipment but must bring their own food and drink supplies.

Can we cook in kitchen? No. The kitchen is permitted as a warming kitchen only.

Can we extend our rental hours if necessary? We prefer that you estimate as accurately as possible, how much time you need in the building. Going over your time by 15 minutes or more will be billed in hourly increments at \$15 per hour and must be cleared with the sponsor.

Where do I find a seating plan to rearrange the furniture back the way it was? A copy of the plan is hanging on the bulletin board closest to the front entrance. It is at the bottom of the bulletin board.