

**THIRD HAVEN FRIENDS MEETING**  
**FACILITIES USE COMMITTEE**  
**ZOOM MEETING SCHEDULING**

**CURRENT STATE:**

Even though the buildings are temporarily closed due to Public Health concerns, Third Haven Friends Meeting will again provide a quiet, reflective space for future Meeting's activities, Members' outside activities as well as the meetings of non-members.

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

**The primary purpose of the Meeting's Zoom Account is to accommodate the needs of the Meeting.**

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

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

If the event is cancelled, the Meeting appreciates as much notice as possible. Event dates are secured when confirmed by the Facility Use Committee.

**Type 3 Meetings:** (These Meetings WILL NOT be scheduled while THFM buildings remain closed).

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

- Individuals

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

(These Events WILL NOT be scheduled while THFM buildings remain closed).

- Memorial Service
- Wedding

---

All events are recorded on the Zoom Calendar 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 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.**

---

**PROCEDURE FOR SCHEDULING A ZOOM MEETING**

Third Haven Friends Meeting has procured a Zoom Pro account.

Account Name, E-mail Sign-in, and Password are available to all Members/Attendees upon request to Facilities Committee to schedule a Zoom Meeting in accordance with the above Policies.

**PROCEDURE:**

Contact Facilities Use Committee Clerk (L. Kitenko) to schedule a Committee Meeting, Committee Sub-group, or non-profit group meeting to which a Member belongs.

The Clerk will verify that the time is available per the Zoom Account schedule; reserve that time for the requested purpose; impart the Meeting Invitation Code; and record the event on the Zoom Calendar.

On the 20th of each month, the Clerk forwards the next month's Zoom Meeting schedule to Communications Committee for listing on the on-line calendar.

Larissa Kitenko, Clerk  
410-430-2005  
[lkitenko@yahoo.com](mailto:lkitenko@yahoo.com)