



3201 Boston Harbor Road NE; Olympia, WA 98506-2800—(360)754-4028—[info@olympiafriends.org](mailto:info@olympiafriends.org)

## How to rent the Meetinghouse at Priest Point

1. Check our calendar.  
If the time you want is free, send us an inquiry, mention good times to reach you. Our email address is [olymeeetinghouse@gmail.com](mailto:olymeeetinghouse@gmail.com).
2. Our scheduler can arrange a time for you to view the inside of the building.
3. After our scheduler has confirmed your dates, write two checks:
  - One to OMM for \$100, and write "deposit" on this check.
  - One check to OMM for the rental amount. Write "rental" on this check. You may also use out PayPal link on the website, note your name and date of rental.
4. We will charge for the time you MUST have the building. Plan an hour or two of cleanup time. If there is no group using the building ahead of you, you can arrange to come early or the day before for set-up at no extra charge. (We will not know this until close to the event.)
5. If you were not able to give the checks to the scheduler in person, mail them to: Meeting  
House Rentals  
C/O Olympia Monthly Meeting  
3201 Boston Harbor Road  
Olympia, WA 98506
6. When we have your check, your Event name will appear on the calendar, and the scheduler will tell you the building key box combination.
7. How could I lose my deposit?
  1. Damage
  2. Police are called to the property
  3. Unsorted or excess garbage and recycling
  4. Canceling less than 14 days before the event

### **Who is OMM?**

OMM is Olympia Monthly Meeting, also known as Olympia Friends Meeting. We are "Quakers" - members of the Religious Society of Friends, North Pacific Yearly Meeting. We worship here on Sunday or "First Day" mornings. Monthly we gather for "business" decision making. <http://olympiafriends.org/>

### **We reserve the use of the classrooms for our use only.**

The classrooms are not rented to you. A Quaker group might use the classroom while you are here. We may check the grounds during your event. We may have an art project or something set up.

If a member of your group needs a quiet space for some reason and a classroom is free, you may use it but please then leave it undisturbed.