



Chestnut Hill Friends Meeting House

20 E. Mermaid Lane, Philadelphia, PA 19118 • Phone: (215) 247-3553

Directions: From Stenton Ave. (Hill Tower Apts), if you're coming from Mt. Airy, turn left on Mermaid Lane. If you're coming from Chestnut Hill or beyond, turn right on Mermaid Lane. The meeting is located behind Mermaid Inn. Parking is available at the Meeting House. The after hours entrance is located on the far left side of the building.

Parking: In the lot located at the Meeting House or street parking.

Personnel: Robin Smith is our contact; she can be reached via email at secretary@chestnuthillquakers.org. She works Mondays & Thursdays, 10am – 2pm.

Building Info:

- The after hours entrance is located on the left side of the building. There is a keypad on the side door to unlock it.
 - Hit the top “Schlage” button, enter the code (MALT/6258) and turn the lock to unlock it.
- The building is accessible, featuring an elevator to the 2nd floor.
- The wifi network is called FRIENDS and the password is **allwelcome** (all lower case, all run together).
- Please check the bulletin board in the front foyer to see your room assignment or contact us at info@mtairylearningtree.org.
- Turn on hallway and stairway lights while you are there.
- If you are assigned to the social room on the first floor, there are always several large tables up and additional tables and chairs are stored in the double-door closet of the room.
- There is a long table and extra chairs in the hall closet on the second floor (located across from FDS3 3) if you are assigned to use one of the second floor classrooms.
- Additional chairs can be found in the downstairs coat room - **be sure to return everything to its original location.**
- There are thermostats in each room so that you can adjust the climate for that room alone.



When you leave:

- Before you step out, turn off all the lights using the switch in the foyer, and return the thermostat(s) to 64 degrees.
- Remove any signs that you put up.
- Step outside the side door and push the “Schlage” button on the keypad. Turn the knob to the right.
- Test the door to be sure it is locked.

General Rules:

- Arrive early to allow plenty of time to get settled before students arrive.
- Please **post MALT signs** to direct students to their class.
- No food or drinks (except water) are permitted upstairs.
- Be flexible. Remember we are guests of the Meetinghouse.
- Turn off all lights, close any windows you opened, and leave the room as you found it - or better! Please close doors firmly when you leave and check that they are locked.
- Have fun! Enjoy your course!

For Winter Classes Only:

Please help the Meeting use energy responsibly by following these guidelines:

- Thermostats should not be turned up beyond 68°F.
- When you are finished using a room, turn the thermostat back down to 64°F.

Room Information:

- Most of our classes will be held in the upstairs classrooms or the first floor kitchen
- **Kitchen:** Located on the first floor, enter the meeting house from the side door and take your first left, the kitchen is located on the right hand side of the hall.
 - Be sure to clean up well and leave the space better than you found it.
- **Upstairs Classrooms:**
 - **FDS 1 & 2:** Accommodates larger groups, 1 large table
 - **FDS 3:** Conversation Room up to 10 people, has white board
- **Outdoor Space:** Located behind the meeting house, resources inside such as bathrooms, etc are available to you