ADDITIONS TO COORDINATORS RESPONSIBILITY AT THE TIME OF DEATH

* If the deceased was a resident of Foulkeways and the memorial service is to be held at Gwynedd Meeting, notify **Maggie Wood, 215-283-7006**, in a timely manner. Maggie coordinates the securing of a bus for transportation to the Meetinghouse. Included should be the day and time of the service, and pick up time (usually 30 minutes before the scheduled meeting).
* If the deceased is a member of GMM who lives at Foulkeways, and the family wishes a service at the Meetinghouse, notify Foulkeways front desk receptionist – **215-643-2200** – and ask to have the notice put on Channel 41. She will know whom to contact. **This should be done, if possible, 2 weeks before the service.**

CAPACITY OF SEATING IN MEETING AND FIRST DAY SCHOOL ROOMS

* Meeting Room: 105 persons; plus facing benches, 46. Space for 1 wheelchair. Balcony 70.
* First Day School Room: chairs 30 (+/-), benches approx. 60 persons plus facing benches 32, Balcony 80 persons.
* Ceiling fans for both rooms are operated by dial switches in a wall-mounted box at the right of the facing benches.
* The dividing panels between the two rooms can be opened and closed by the Caretaker or by a member of the Property Committee.
* Hymnals are stored on bookshelves or the cupboard at the top of the steps leading to the foyer, or in the cupboard at the right of the padded bench in the Community Room.