

## **Butterworth Center\_Deere-Wiman Notification Letter\_May 2022**

For the better part of 2022, the MVQG Board has been informed of issues and concerns surrounding parking and entry at the Deere-Wiman Carriage House by Guild attendees. This has been explained and addressed in our monthly General Meetings, Newsletters and on the Website. This letter is an effort for all attendees of functions at any Butterworth Center / Deere-Wiman venues to understand & comply with the rules and guidelines as set forth by the Deere organization and local fire code regulations.

The purpose of this letter is also to inform, and serve as a final notice, **if the Board of Directors, and/or MVQG members, receive one more complaint regarding a MVQG group that meets at the Deere-Wiman Carriage House (there are several that use that meeting space), the specific offending, non-compliant group will no longer be allowed to utilize said group's current meeting location.** This mostly applies to our MVQG meetings at the Deere-Wiman Carriage House due to the limited parking and scheduled unlock and lock times.

Butterworth Center & Deere-Wiman rules and policies will be adhered to or the offending group's privileges to utilize the meeting location will be **revoked**.

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### **Deere-Wiman Carriage House**

**PARKING:** The ONLY allowed parking available at the Carriage House are the **2 designated handicapped spaces** next to the tenant's reserved space. Only 1 car may park in each of the parking spaces. Parking beside or behind cars already parked in a handicapped parking spot, or next to the drive, is **not** permissible. Additional / alternate parking is available in the East parking lot across the street from the Butterworth Home.

Visitors must also follow these guidelines.

**ENTRY:** Carriage House hours are 8 AM to 7 PM, both Friday and Saturday. Attendees are asked to NOT enter the building until 8 AM, even if the door is unlocked. Again, this is a Deere directive.

Attendees will NOT ask the tenant who lives on the upper floor of the Carriage House to allow early access to an event. The **tenant** is neither required, nor expected, to accommodate a request to unlock the Carriage House outside of Deere's scheduled unlock and lock times.

**HOUSEKEEPING:** Attendees no longer have to vacuum but are asked to pick up dropped pins.

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**In summary**, many Guild functions are held at the Butterworth & Deere-Wiman locations. The MVQG Vice President works diligently to schedule many Guild events/meetings at the center, which charges **no** fees to non-profit organizations to use the facilities. When Guild members attend meetings, functions, etc., we are representatives of the Mississippi Valley Quilters Guild, so let's be compliant, courteous and gracious towards venue staff who host our meetings in order to maintain future professional, working relationships.

MVQG Board of Directors  
May 2022

