**Friends Meeting House – Welcome**

**TERMS AND CONDITIONS OF BOOKING**

We have no paid staff at the Meeting House so we ask for co-operation from all groups using the building to maintain it in its present state.

**Lettings policy**

At the centre of our religious experience is a belief in the equality of all people and a respect for all creation. We will refuse booking from any group or individual whose words or actions, in our view, diminish the dignity of any person or group of people. The final arbiter in making such a decision will be the Swindon Quaker Meeting. We do not let to individual political parties. Hustings-type meetings involving several political parties will be considered.

**Bookings and cancellations**

Bookings are made through Anita March (lettings@swindonquakers.org.uk). Please notify us as soon as possible if a booking is to be cancelled. There will be no charge for bookings cancelled with more than 1 month’s notice. For notice of cancellation between 1 month and 1 week a 50% charge will be made. For cancellations with less than 1 week’s notice, the full charge will be made.

The charges are set out below; and are subject to annual review.

**Charges – charities and non-profit organisations**

For 2018/19 the cost per session of each room is as follows:

Meeting Room £16.00

Long Room £10.00

Kitchen £5.00

Small Room £5.00

A session is morning, afternoon or evening.

**Charges – commercial rates**

For 2018/19 the cost **per hour** of each room is as follows:

Meeting Room £8.00/hour

Long Room £5.00/hour

Kitchen £2.50/hour

Small Room £2.50/hour

**Fire Precautions and Safety**

All groups must ensure they are aware of exits in case of fire. They must also have a means of checking (e.g. sign-in sheet or head-count), in the event of evacuation, that all members of the group have safely left the building. Please note that extinguishers are placed in the hall and at the top of the stairs. There is an automatic fire alarm activated by smoke detectors. If the alarm sounds and in case of fire leave the building immediately by the most appropriate exit and proceed up the hill to the footpath just past the block of flats. Call the fire service and await instructions from the fire service staff. There are 4 exits:

1. The main door
2. Push bar door in the Meeting Room
3. The push bar kitchen door
4. The door in the small room adjacent to the kitchen (key hanging on the door).

It is essential that great care is taken with candles and they are used only with adequate dishes to protect the table. Please do not leave candles unattended.

All Meeting House electrical equipment is PAT tested. Electrical equipment brought for use in the Meeting House should be PAT tested.

**Security**

It is essential that the front door is kept closed – please appoint a door keeper to allow participants to enter. (Relate and Cruse have visitors arriving at various times for counselling upstairs.) The bell to the right of the front door only rings in the Meeting Room.

There are 3 other exits: 1) push bar door in the Meeting Room; 2) back door from the kitchen – please pull closed firmly; 3) small room door – key hanging on the door. Windows – many have tilt and turn opening handles pointing down to close – please check all are closed before leaving.

**Wheelchair Access and hearing loop**

There is wheelchair access from the main door via a ramp. The Meeting Room and Long Room are fitted with loop systems for those who use hearing aids. They may need to be switched on.

**Heating and lighting**

Individual radiators can be turned up or down as needed. Please return them to “2” when leaving.Please also check all lights are turned off. Please do not alter the boiler settings.

**Chairs and Tables**

You are welcome to re-arrange the rooms to suit your needs. Extra chairs are available and can be found in the Long Room, or outside the Meeting Room. Large and small tables are also available and these are stored in the Long Room. Please return the furniture after use. When using the wooden table in the Meeting Room please cover it with the protective cover stored on the piano, especially if using equipment e.g. OHP, candles, computers. We ask that ‘blu-tack’ for notices etc. is only used on the windows or book shelves.

**Refreshments**

Please do not take food and drinks into the Meeting Room.No alcoholic drinks are to be consumed on the site. Groups are asked to bring their own tea and coffee etc and food. The kitchen is well equipped – groups are welcome to use any of the crockery from the cupboards. Tea towels are supplied and table cloths can be found in the drawers to the left of the sink. Our orange recycling boxes are in the lobby.

**Cleaning**

We ask that groups leave the building ready for the next users. There is a vacuum cleaner and a carpet sweeper in the cleaning cupboard next to the toilets. To avoid carpet stains, please deal with them immediately; cloths are available in the cupboard under the kitchen boiler.

**Car Park**

Space is very limited at the Meeting House so it is best if the spaces are left for disabled visitors and the facilitator bringing equipment. Visitors leave their cars at their own risk.

**Insurance and Safeguarding**

The Meeting House premises are fully insured. However, Swindon Friends cannot accept responsibility for activities organised by those hiring rooms, who should ensure that their own public liability insurance is arranged to cover any claim made against them in respect of any activity they are responsible for or any equipment that they bring onto the premises. This is particularly important in respect of physical activities and the preparation of food.

When appropriate Hirers must have policies for safeguarding children, young people and vulnerable adults.

Updated January 2018