

The Religious Society of Friends [Quakers] Wakefield

The Meeting House: Conditions of use and information for user groups:

1. Groups may book the meeting House with the Bookings Secretary. [Unless we are able to re-let the premises, bookings will be charged at the full rate if cancelled less than seven days prior to the booked date]. The conditions of use are on display in the Meeting House.
2. Any problems should be addressed to the bookings Secretary.
3. Lettings are made on the understanding that the Religious Society of Friends has prior claim to the use of the Meeting House. Every effort will be made to give maximum notice of postponement for those users affected.
4. A First Aid box may be found in the cupboard above the kitchen sink. Please replace any First Aid materials used. A vacuum cleaner is kept in the first cupboard in the first room. A cleaner is employed for general purposes, but the premises should be left tidy for each group that uses the building.
5. The premises should be well looked after.
Upstairs: Please do not move the piano. If it is necessary to move the circular table please lift it carefully – [two people required].
Food and drink should not be taken upstairs.
Any breakages should be reported to the bookings Secretary and damage will be charged to the user at cost.
6. Smoking is not allowed on the premises. Please do not smoke in the garden.
7. Alcoholic drink should not be brought onto the premises.
8. Due care should be taken with sinks and toilets: drainage is poor and the sinks and toilets are very easily blocked.
The drains have been cleared [at great expense to the Meeting]. Please do not put any extraneous materials down the sinks or toilets.
9. Sound insulation is inadequate. As and when two groups are using the building consideration should be made for others, also kitchen facilities may have to be shared.
10. As there has been pilfering when the premises are in use, users are requested to lock the door [removing the key] when the Meeting House is occupied.
11. Rents have not increased for many years; but the rent has to be reviewed annually in the light of increasing costs.
12. On various occasions the building has been left unlocked [or insecure with bolts not fastened on the front door]. The water boiler and lights have been left on sometimes for 48 hours. Most groups are thoroughly responsible regarding these issues.
Groups should appoint someone, the facilitator, or the last person to leave, who will check:
a] The building is secure [fire doors, front door inner bolts fastened and especially both locks –door and alarm.
b] the water heater and all lights are switched off.

13. Other issues:

Enquiries should be made in advance regarding the storage of equipment. Since the installation of the burglar alarm no thefts have taken place. Groups are reminded that they are responsible for their own equipment while on the premises and that the Meeting is not responsible for loss or damage. Dangerous or combustible materials should not be brought onto the premises.

14. A notice is on display in the Meeting House regarding insurance liability. User groups should, however, provide insurance for their specific activity.

15. Chairs should be stacked six high only. There should be consideration for the safety of others – access to doors, cupboards and emergency exits. Stacking tables should be stacked in the first downstairs room. In the event of a fire, if access was required onto the car park area – please use a key for the gate [on a hook by the fire doors].

16. The Bookings Secretary should be informed well in advance of any group's requirement to hold a public meeting. The Quaker Meeting will then be in a position to make a decision whether a public meeting is an appropriate use of the Meeting House.

The conditions of use are on display in the meeting House. A refundable deposit of £12 is payable for a set of keys for the Meeting House. Keys must be returned to the Bookings Secretary when the group no longer hire the premises.

Children should be well supervised at all times.

Damage to or interference with others' materials / equipment may result in the cancellation of a group's booking.

I undertake to follow all the conditions of use for the Quaker Meeting House in Wakefield.

Signed _____
Print Name _____
Title [e.g. Group Secretary] _____
On behalf of [Group name] _____
Date _____
Print Contact Address _____
Email address: _____
Telephone number _____

Cheques should be made payable to : Wakefield Society of Friends