

Preston Quaker Meeting House: Room Booking Conditions

Quakers believe in peace, love to all, and tolerance. Please do not use our Meeting House for any purpose that contradicts these beliefs.

The [Meeting Room](#) and the [Schoolroom](#) are available for hire.

Our rooms may be hired for classes and meetings but are not suitable for parties.

WiFi is available by prior arrangement and may be restricted to pre-arranged categories of content.

A hirer is responsible for the security of the building while using it, and for any keys loaned.

Please do not leave valuable property at the Meeting House. We do not accept responsibility for anything you may leave on our premises.

We ask users to take care not to damage the floors (e.g. with stiletto heels or by dragging the furniture), and not to smoke or drink alcohol in the building.

If you use candles or other burning items you should make sure that each is on or in a container of water.

Please take special care that sharp items such as pins or needles are disposed of responsibly and not left on the floor.

After your booking, please make sure that the room is cleared and left ready for other users before you leave. Please make sure that the lights are turned off, all windows are closed and that both entry doors are securely locked.

Insurance

Hirers of the premises should have their own insurance for public liability.

Children

If children attend their events, hirers are responsible for their own child protection arrangements and for registering with the local authority independent inspection unit (Social Services) if required.

Food and the Kitchen

The kitchen can be used for the preparation of hot and cold drinks, but should not be used for preparing or heating food. To avoid risks to health and safety, young children are not permitted in the kitchen. Any food consumption should be confined to the kitchen or the Schoolroom ONLY and not in the main Meeting Room. If you can please take any rubbish away with you when you leave and recycle it. If you have to leave anything, please sort it for recycling and leave it neatly in bags or boxes in the kitchen.

Fire Action

If you discover a fire:

- 1 Sound the alarm by pressing the break-glass button near the kitchen door,
- 2 Dial 999 to call the fire brigade. You are at:
 - *Preston Quaker Meeting House*
189 St Georges Road
Preston PR1 6NQ
- 3 If you can do safely, attack the fire with the extinguishers in the corridor.

If you hear the fire alarm:

Leave the building by the main front door,

Close the doors behind you,
Assemble near the front gate.

Do not take risks
Do not return to the building

Bookings

For bookings please contact the Meeting House Manager:

Peter Bullman

tel: 07748 088011

email: bookings@prestonquakers.org.uk

The premises has a PPL/PRS licence for playing recorded music.

Further Conditions

Further conditions relating to all bookings in Lancashire Central and North Area Quaker Meeting and agreed by that Meeting on 13th July 2024 are as follows:

Aims

For Meeting Houses and associated properties to be recognised as:

- An inviting and accessible venue for Quakers and others to meet, work, build community and explore their faith and action to challenge peaceably what they think is wrong in the world;
- A showcase for Quakers past and present, bearing witness to the Quaker testimonies to peace, equality, truth and simplicity; and
- An exemplar of Quaker business operations, generating funds to help maintain and operate our buildings, whilst acting with integrity, always respecting people and the planet.

Our aim is to facilitate use of all our buildings by community and other groups.

Principles

The letting of rooms and other accommodation is undertaken to provide a service to our local community and further the concerns of Quakers as well as to raise income to help pay the running costs of our buildings.

The hirers of rooms and accommodation are expected to:

- Respect the Quaker commitment to truth, equality, simplicity, peace and sustainability, and in particular:
 - not advocate in any circumstances for the use of violence,
 - not make any statement that denigrates or undermines either the dignity of an individual, group or nation, or the actual or perceived identity pertaining to an individual, group or nation (including, but not limited to, racial and ethnic identity, sex or gender identity, and sexual orientation).
- Respect the long-held Quaker belief in the importance of people coming together to hear opinions across divides, expressed with due care and consideration for other people's rights and dignity.
- Respect the aim to manage and operate the building in the most sustainable way.

Procedure for hiring rooms or accommodation

Any organisation or individual may make a request to hire parts of our property normally available for lettings. New clients may be asked to provide details of their aims and policies so that we can assess the nature of the event and its impact. New clients will normally receive a response within one working week.

Details of the booking procedure are set out in documentation for particular premises.

Grounds for refusal or cancellation

In considering whether to accept a booking, we will assess whether the booking organisation, topic, speakers, or publicity:

1. Conflicts with the principles set out above,
2. Endangers the credibility of the charity, making its work less effective, or contradicts an established position of Quakers in Britain, or
3. Compromises the Quaker belief in the importance of people coming together to hear opinions across divides.

A booking may also be refused if:

- The event will interfere with the worship, meetings, or other Quaker activities, or if it clashes with an existing booking.
- Gambling, alcohol, or other forms of addiction are promoted by the topic, the hirer, or the speakers.
- The likely tone, content or conduct of the event undermines our policy on staff dignity at work.
- Contravention of fire or health and safety regulations may reasonably be expected.
- There is evidence that unacceptable behaviour has occurred at a previous meeting arranged by the organisation or individual in question.
- The request for a booking is found to be dishonest or misleading.
- A hirer has breached the Terms and Conditions of Booking established for particular premises.
- Unacceptable damage has occurred, or the building has been left in an unacceptable condition following a booking, or the burial ground and Meeting House have been used in a disrespectful fashion, or distress has been caused to neighbours. Such users will normally be warned at the time that they will not be accepted again

Cases causing concern

Requests to hire rooms or accommodation which raise concerns as to whether they adhere to the principles will be referred first to the relevant committee of the Local Meeting, and if necessary to the Clerk of Trustees of our charity: LC&NAQM. A decision will normally be made within two working weeks. Where a decision will take longer the hirer will be informed with a reason for the delay.

In all cases, the prospective client will be informed of the reasons for refusal.

Policy agreed by LC&NAQM 13 July 2024