

THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

Henley Hiring Policy :

Statement of Policy

Our premises are an inheritance that has been handed down from previous generations of Henley Friends. Our duty of stewardship is to use them in furtherance of Quaker principles being mindful of experience and our testimonies to peace and equality and offering an opportunity to contribute to the life of our local and wider community.

The Basic Rules for use of our premises

- a) No smoking, no alcohol, drugs or gambling on the premises
- b) No meetings for which there is a charge at the door
- c) No advertising, which implies that the event is organised by or supported by the Society of Friends. However, acceptance of a booking implies that it is acceptable to Friends
- d) No party political meetings. However multi-party forums would be considered
- e) No materials such as leaflets, magazines that in any way support racist, sexist, homophobic or disability discrimination

NB Users must not be in conflict with the fundamental testimonies of Friends e.g. simplicity, truth, equality, peace and sustainability.

Conditions of Hire

1. Hirings are on an hourly or half- sessional (1.5hours) basis
2. The premises and equipment should be left as found
3. Friends do not take responsibility for personal belongings
4. Please use the car park provided in Wheelers Yard
5. We have set the heating system for your meeting, PLEASE DO NOT ADJUST IN ANY WAY except by turning up the thermostat on each heater in the room you are using. Remember to turn them back to 4 before you go
6. Please ensure that all doors are locked when you leave and that any supplementary heating and lights switched off. The main gate should be closed shut but not locked.
7. We ask all those who use our premises to use Fairtrade Tea/coffee etc as we are a Fairtrade Meeting and Henley is a Fairtrade Town. Waitrose & Tesco both sell these products
8. The hirer will reimburse Henley Friends Meeting for any loss or damage caused to the building or property belonging to Friends as the result of the hiring
9. Please do not remove literature from noticeboards. You may place your own literature on the notice board reserved for hirers
10. Please do not 'blue tack' anything to the walls or doors
11. Cash must not be left at the premises overnight

Health and Safety

1. There is a First Aid box in the kitchen. Please make note of any accident however small and leave details in the First Aid box
2. There is no telephone on site. Each group is responsible for making sure there is a mobile phone available in case of emergency
3. Hirers of rooms are expected to have their own Public Liability Insurance
4. Hirers are responsible for undertaking their own risk assessment prior to an event

FIRE SAFETY SYSTEM

1. Hirers must ensure that they are familiar with the fire safety system, which consists of linked smoke alarms in each room (all sound when one is activated), a fire blanket in the kitchen, three fire extinguishers, fire exit signs pointing to two alternative exit routes, and emergency lighting
2. A person must be designated to shout a warning in case of fire and to ensure anyone especially at risk (as identified by the hirer's fire risk assessment) is safely escorted from the building
3. Ensure your group know where the fire exits and extinguishers are.
4. Ensure that all fire exits are kept unobstructed and emergency lighting left uncovered
5. Ensure no cushions, footstools, benches or chairs are placed in contact with the wall heaters, or any free-standing heaters in use
6. Carry out a fire drill once a year

ACCOUNTS

1. Initial enquiries should be emailed to henleyhirings@midthamesquakers.org.uk?
2. For one off events full payment in advance is required, unless otherwise agreed.
3. Invoices will be sent at the end of each month, payable within 14 days of the date of the invoice.
4. Regular users will be given one month's notice of changes in hiring rates.

Revised 1st April 2017