**NEWBURY QUAKERS**

Friends Meeting House, 1 Highfield Avenue, Newbury RG14 5DS

**The BUILDING**

* As the Meeting House has no warden or caretaker to look after the building, the key-holder of any organisation hiring the Meeting House is required to ensure that the rooms are left clean and tidy.
* If necessary the carpets should be vacuumed and the floors swept.
* No animals are permitted either in the building or in the garden, except assistance dogs.
* Please do not pick any flowers in the garden.
* Please restrict the level of noise so as not to disturb other users or the occupants of the flats on the first floor.
* It is not permitted to smoke or to consume alcohol on the premises. Do not leave any butts in the grounds.
* The kitchen is available for the production of hot drinks only. Hirers are asked to bring and remove their own tea towels.
* The heating is controlled by thermostat. Please do not alter the setting.
* Hirers are responsible for cleaning before they leave. Cleaning equipment is available in the cupboard on the right of the small bathroom. A carpet sweeper is kept in a corner in the Meeting Room. Please return it there.
* Sanitisers are available in each room, toilet rolls and paper towels will be provided for hirers.
* Walls: Any Art Exhibitions will only be able to use Picture Rail Hooks or Command Strips (available from ‘Hobby Craft’ in the Retail Park) to hang artwork in our Meeting Rooms.

**The KEY**

Hirers are responsible for the safe-keeping of their key for the duration of your use of the Meeting House. It must be returned when a group no longer uses the Meeting House. Replacement of a lost key will incur a charge of £34.

**SECURITY**

* When hirers leave the building, they must ensure all appliances and lights are turned off, all windows and internal doors closed, and the entrance door is locked; curtains must be left open.
* Newbury Quakers accept no responsibility whatsoever for personal or group belongings brought onto or left on the property, in the garden, or in parking areas.

**HEALTH & SAFETY**

* A First Aid box is situated on the wall on the right of the Fridge. An Accident Record Book is hanging on the coat hooks in the kitchen.
* Any accidents and any materials used must be recorded in the notebook.
* All groups should have their own insurance cover and safeguarding policy. Hirers must conduct their own risk assessment of their activity.
* Chairs: Do not stack chairs higher than five.

**FIRE**

* Hirers must read the fire safety instructions and note the whereabouts of exits and fire extinguishers.
* Do not obstruct Fire Exits. On leaving, make sure no chairs are placed or stacked in front of Garden Room Fire doors.
* No naked flames or candles are permitted in the Meeting House at any time.

**PARKING**

**NO PARKING** is available near the Meeting House. Hirers need to find their own parking spaces elsewhere.

**HIRING TIMES**

Monday to Friday: Morning 9:00-13:00; Afternoon: 13:00-18:00hrs; Evening: 18:00-22:00hrs.

**WEBSITE** [https://midthamesquakers.org.uk/newbury-meeting](https://midthamesquakers.org.uk/newbury-meeting/)