

CONDITIONS FOR THE HIRE OF ROOMS AT RUGBY MEETING HOUSE
28 REGENT PLACE, RUGBY CV21 2PN

The primary use of the Meeting House is as a place of worship and fellowship by the Religious Society of Friends. We are happy to welcome others to make use of the accommodation for their various activities. We expect the premises to be treated with respect, and at all times there must be positive co-operation with the Meeting's representative.

ADDRESS

In order to avoid misunderstandings that the hirer's activity is part of Quaker activities please use the address '28 Regent Place' rather than 'Quaker Meeting House' in any publicity.

ACCOMMODATION AVAILABLE

The premises comprise one single storey building, a frontage and a patio and garden at rear and all (save the garden) is wheel chair accessible.

In detail -

1. Main Meeting Room: carpeted, 40 upholstered chairs.
2. Small Meeting Room: uncarpeted, 12 chairs
3. Small kitchen where all equipment is PAT tested.
4. 2 Parking spaces are available. There is nearby street parking and town car parks within walking distance.
5. A patio area.
6. A garden area

A maximum of **60** people may be in the building at any time but only **50** in the Main Meeting Room at one time.

The premises are covered by Public Liability Insurance maintained by the Religious Society of Friends and is available on request. Please note that the Meeting House public liability only covers the public for issues arising from Quaker responsibilities. This does not absolve hirers from their obligation to have their own insurance.

CHARGES – from March 2020 (Reviewed annually)

1. Main room £25.00 Small room £ 19.00 per morning, afternoon or evening session (Reductions may be available for regular users).
2. Charges include heating, electricity and the shared use of kitchen, toilets and garden.

(Cheques should be made payable to 'Society of Friends, Rugby' or Bank Transfer: Santander. Rugby Society of Friends. Sort code 09.01.54, account number 12402904)

ADDITIONAL FACILITIES

1. Kitchen, crockery and cutlery.
2. A small cooker is available by special arrangement.
3. Three toilets one of which is a disabled toilet.
4. An upright piano in the main room.
5. A flipchart stand and a projector screen are available on request, which after use should be returned to the storage room to the left of the vestibule.
6. A hearing loop is installed which is left permanently switched on.

(Please note that any electrical equipment brought in by hirers should be PAT tested. A drink water Boiler is provided to remove the need for kettles to be brought in from outside the premises)

STORAGE

The Meeting House has limited storage and the following rules apply

1. For regular hirers cupboard space can be made available at the following rates
 - a. Kitchen cupboard £4 per month or £6 for four months
 - b. Store room cupboard £4 per month or £6 for four months
 Any cupboard must be labelled with the hirer's details.
2. No equipment, books or other items can be left in the premises unless in a marked storage cupboard or by prior agreement with the Meeting's representative.
3. Any items left at the premises otherwise than in storage cupboards must be clearly labelled with the hirer's name
4. **Any unlabelled items and ANY ITEMS LEFT IN THE MEETING HOUSE WITHOUT PERMISSION are liable to be removed and disposed of.**

EMERGENCIES

1. an Evacuation Plan, an Accident Book, an Emergencies Notice are posted adjacent to the fire alarm panel in the vestibule.
2. a first aid box is kept in the kitchen in the right-hand wall cupboard. Please leave a note of any items used.

DAMAGES, BREAKAGES AND INJURIES

1. Damages etc should be reported to the Premises Committee. Names and contact details are on the noticeboard.
2. No responsibility can be accepted for property left unattended or injury caused by the negligence of hirer or their visitors. *(Users should be aware that there have been thefts from the lobby by opportunist thieves coming off the street.)*
3. Hirer must have own public liability insurance covering their activity and be able to provide to the Meeting's representative if requested.
4. It is a requirement of the Meeting's own insurers that the following is a part of the conditions of hire: *Hirers shall indemnify the Religious Society of Friends against all claims, demands, actions or proceedings in respect of goods or clothing, or the deaths or injuries of any persons which shall occur during the period of hire, provided that this indemnity shall not apply to any claim, demand, action or proceedings which arises out of negligence on the part of the Religious Society of Friends, its officers or agents or from any defects on the premises.*

RESTRICTIONS

1. Smoking, alcohol consumption and gambling are not allowed on the premises which, for the avoidance of doubt, includes frontage, patio and rear garden
2. No notices, emblems etc shall be displayed outside or affixed to any part of the premises without prior permission.
3. Blu-tac may not be used on walls. Fixtures, pictures, posters etc of the Society of Friends may not be moved.

BOOKINGS AND CANCELLATIONS

1. Requests from prospective users whose aims and purposes might not immediately be seen as in accord with our criteria are put to our next business meeting for consideration.
2. It may be necessary to cancel a booking if the building is required for use by our members e.g. a funeral. If this is necessary, reasonable notice will be given.
3. As much notice as possibly should be given to cancel a booking. If less than a week, the full rate will be charged.

RESPONSIBILITIES OF USERS

1. The premises must be left clear of rubbish, tidy, lights off, secure, parking bollards locked, etc.
2. The thermostat should be **left at 19 degrees**. Do not turn off radiators.
3. Chairs should be stacked against the walls to permit cleaning.
4. The hirer shall ensure that activities for children, young people and vulnerable adults comply with current child protection and vulnerable adult safeguarding requirements and legislation

BOOKINGS MAY BE MADE THROUGH:

Glen Gates – please Text 07312082062 or contact me at glengeoff@talktalk.net