

Quaker Meeting House, Chichester

CONDITIONS OF USE

1. The user shall read and retain a copy of these 'Conditions of Use'. The user shall sign the combined 'Application and Indemnity' form and return it to the Lettings Officer. Those booking on our Hallmaster online system should ensure they click on the tick box accepting the Conditions.
2. The Society of Friends shall not be responsible for any injury to, loss by or damage to persons or their property during the use of the premises. Meeting House Public Liability Insurance is restricted only to issues directly involving negligence attributable to Chichester Quakers. Users are advised to hold current Public Liability Insurance to cover negligence caused by themselves.
3. The user shall check in advance that the premises are suitable for the user's requirements.
4. Users should familiarize themselves with the fire procedures posted on notice boards, the kitchen door or upstairs door as well as the layout of the building before use. Upon discovering a fire all occupants should leave by the nearest fire exit. This is the main door for those meeting downstairs and the first floor emergency door on the ground floor at the foot of the stairs (opposite the small library) for those coming from upstairs. Users should NOT exit via the double doors from the main meeting room (on the far right as you enter) which lead into the walled garden. Neither should the patio doors to the walled garden be used.

There are three fire call point buttons which activate the alarm at the Meeting House. Simply push the plastic covering hard to reach the button. One is located on the upstairs landing, another opposite the library at the foot of the stairs and the third to the left of the main entrance. There is also a fire bell here.

Call the fire brigade immediately giving the full location of the building.

Only tackle a small fire with extinguishers or fire blanket if someone with appropriate knowledge of them is immediately available, and if it is safe to do so. There are two fire extinguishers on the ground floor to the left of the entrance. One is filled with water (not to be used on electrical fires) the other with CO₂ (carbon dioxide). A fire blanket is attached to the wall in the kitchen.

Although the building is a low Fire Risk we encourage hirers to deliver a Fire/Emergency Evacuation briefing for new visitors to the Meeting House. A suitable assembly point is the Little London cul-de-sac to the left of the building and then left again after a few yards.

Any electrical equipment brought onto the premises must be PAT tested.

5. Use of Kitchen facilities includes crockery and cutlery but not tea towels and consumables. Please remove unused tea, coffee, milk etc. and leave the kitchen in good condition. The booking of any room includes the use of Toilet facilities.
6. The user will be provided with the code for the combination lock to the front entrance door. This code will be issued on condition that it will be known and used only by two named officers of the user's organization.
7. A booking does not confer any right to enter the premises at a time outside the period of the booking without prior agreement.
8. The premises may only be used by organizations that, in the opinion of The Society of Friends as expressed by Chichester Quaker Meeting, provide a religious, charitable, social or cultural service to the community. The decision rests with Chichester Quaker Meeting.
9. The user shall keep the premises, fabric, furniture, and equipment in good condition and shall take all reasonable steps to ensure that damage shall not occur. If any damage occurs, it shall be reported without delay to the Lettings Officer. The user shall, indemnify the Quaker Meeting in respect of any damage, loss or claim arising.
10. If the seating arrangements are altered by the user they shall be returned to their original form before the user leaves the premises. A plan of ground floor seating is kept on a wooden spacer board above the radiator to the left of the Meeting room door.
11. No one shall attempt to make any adjustment or interfere with the normal working of any of the installations or fittings for gas, water, or electricity, or any part of the premises without the consent of the Lettings Officer.
12. Nothing shall be driven into walls, doors or

furniture, and nothing shall be attached to any part of the premises.

13. Alcohol and illegal drugs may not be brought onto the premises and **smoking is not allowed** in any area

14. Gambling is not permitted but a charity raffle for low value prizes may be allowed with permission.

15. Dogs under control can be brought onto the premises with permission.

16. The user shall check that all the lights are switched off, all windows closed, and all taps turned off and power plugs removed from their sockets after use, and that the premises are correctly locked up. Fire doors should be shut and not left wedged open. Users shall remove all their literature and other goods prior to leaving.

17. Any form of publicity referring to the use of the Meeting House should clearly display the name of the organizing body so that the name of the organizing body will always be bolder than reference to the Friends Meeting House. Permanent display of information is not available. The Friends Meeting House shall not be used as a mailing address for any user's organization.

18. Books may not be taken out of the premises without permission.

19. Users who are upstairs should see that the front entrance door is locked from the inside if no one is using the ground floor. An entry bell push is fitted outside which rings upstairs.

20. Users must hold a Safeguarding Policy or agree to adopt the Quaker Hirers Safeguarding Policy as their own (see web site for details: <https://quaker.link/YMY11F/>).

If users have adopted the Quaker Hirers Safeguarding Policy, they must amend it to include the name of their organization and a named person responsible. They must provide a copy of their safeguarding policy and/or link details to the Meeting House and may be asked to show evidence of the appropriate policies, practices, and training.

21.A **First Aid** box is provided in the downstairs kitchen. It is the hirers' responsibility to ensure a first aider is available if deemed necessary.

22. The hirer consents to their contact and personal information being kept by the Lettings Officer for use only in relation to bookings. The information will be seen and used only by appropriate officers and committee members of the Chichester meeting.