

Notes to Hirers of Friends Meeting House (Chichester) - October 2016

These notes are intended to be a helpful supplement to the conditions of use that all hirers will have signed.

1. In the event of a fire, both upstairs and downstairs alarms will sound as they are linked together. To exit from the upper floor, go down the stairs and on reaching the ground floor use the emergency exit door on the right. This door is not locked and gives access to the street without the need to enter the reception area. The light over this door is permanently on.

Please familiarise yourself with the emergency fire plan copies of which are posted on both floors. Please note the suggested safe assembly point is the Little London cul-de-sac – approx. 50 yds. to the left as you exit.

2. There are water fire extinguishers next to the main door, by the emergency door in the library area and at the top of the stairs. There are CO₂ extinguishers (suitable for electrical fires) in the downstairs kitchen and on the upstairs landing. There is a first aid kit in the kitchen and a yellow emergency phone in the reception area for outgoing 999 calls only. A manual fire alarm bell is located next to the main entrance and should be sounded if deemed necessary.

3. The meeting has a hearing loop facility for use in the main room by those with hearing aids. A switch low on the wall next to the power outlets to the left of the first door into the ground floor room switches this on. Hearing aids must be switched to their induction loop setting to make use of this facility.

Please ensure the system is switched off after use.

4. In cold weather, the heating system should have been timed to switch on about 30mins before the rooms are booked. If the heating system has not switched on or switches off too soon or you wish to adjust the set temperature, there is an override facility on the controller on the wall in the foyer near the ladies' toilet. If you alter the setting of individual radiators, please reset on leaving.

5. To increase ventilation in the main room, it is possible to open the windows using the pole provided. In hot weather, it is also possible to open the door from the main room to the garden. This key is adjacent to the door on a hook. The key to the sliding door, leading to the patio garden is in the kitchen cupboard.

Please ensure these doors are locked when leaving.

6. In the ground floor kitchen two kettles are provided to heat water.

Procedure for use of the microwave oven is posted on the main kitchen wall.

Users of the upper floor may use the galley kitchen, accessed via the small room, which has a kettle and crockery for 20. A fridge is available for use in the downstairs kitchen but please remove items when you leave.

7. The cleaner's cupboard under the stairs contains a carpet sweeper and vacuum cleaner if needed. An inventory of furniture and equipment is posted in a cupboard in the kitchen. In the kitchen cupboard under the sink are a dustpan and brush and other cleaning materials if required. Separate bins are provided for waste and recycling. If you have produced a large amount of waste please remove it when you leave.

8. There are five spare folding tables (stored in the Disable Toilet and/or upstairs) which can be used by hirers. Tools to assist closure of these tables are located in the Disable Toilet and in the upstairs committee room.

9. A flipchart stand, projector stand and screen, for hirers use, are stored next to the filing cabinet in the upper room. Instructions for using the wall mounted projector and WiFi. are on a shelf in the main room.

10. The electrical fuse box has circuit breakers that are sensitive to current surges such as can be caused by a bulb blowing. It is located outside the front door behind the left-hand poster panel (facing away from the building). The cylindrical grooved key to this panel is located on a hook next to the main entrance and instructions for resetting are posted inside the meter cupboard.

11. Please do not disturb the Quaker leaflet table in the reception area unless necessary. If moved, please try to replace as found. Visiting groups are requested not to leave items of equipment or notices in the Meeting House as there is limited storage and display space.

12. The street parking outside the Meeting House requires vouchers and is limited to one hour (except in the evenings and on Sundays). Nearest daytime parking is in the New Park Road or Little London car parks. If these are full, the nearest car parks that are likely to have space are the Northgate (Oaklands Park) car park (next to the Festival Theatre) off the Northgate circulatory system or the car park in Market Avenue (but not on Wednesdays or Saturdays when the market operates). The Multi-storey car park in the Avenue de Chartres usually has spaces but is just over half a mile away.