

## LUTON RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### Conditions of Lets

1. **Right to Refuse:** We reserve the right to refuse to let our premises to any individual or organisation without specifying the cause. Acceptance of a booking, however, does not necessarily imply we concur with the views or aims of the organisation or individual concerned.
2. **Applications:** Must be made in writing on the application form obtainable from the lettings officer who will provide a list of charges.
3. **Advertisements:** Meetings advertised must not be worded to imply any connection with our Society. The location should be given as: The Friends Meeting House, 28 Crawley Green Road, Luton. LU2 0QX.
4. **Accidents.** Details should be entered in the accident book (kitchen cupboard near the door) and the caretaker informed. There is a first aid kit in the cupboard near the kitchen door.
5. **Person Responsible:** For each meeting there needs to be a person responsible for ensuring the conditions of letting are fulfilled and for ensuring the building is properly evacuated in the event of fire or similar emergency. They should note the position of the fire extinguishers (foyer) and fire blanket (kitchen).
6. **Fire:** In the event of fire or other emergency the person responsible should evacuate everyone from the building and phone for assistance. Assembly point is in the car park.
7. **Smoking:** This is not permitted in the meeting house.
8. **Gambling and illegal drugs:** These are not allowed on the premises.
9. **Alcoholic Drinks:** These should not be brought onto the premises except with the express permission of the Clerk or Assistant Clerk of the Meeting.
10. **Children:** These must be supervised by a responsible adult.
11. **Safeguarding:** The person named on the application form is responsible for ensuring the safeguarding of children and vulnerable adults.
12. **Storage:** We are usually unable to offer storage facilities. We do not accept responsibility for any property left on the premises.
13. **Mail:** The meeting house must not be used as a postal address.
14. **Damage:** Damage to the premises, furniture, fixtures, fittings, equipment or crockery must be reported to the caretaker or lettings officer immediately, whether or not it was caused by a member of the organisation hiring the premises. Water leaks, gas leaks, electrical faults or other dangerous faults MUST be reported immediately to the caretaker.
15. **Notices:** Literature and notices displayed at a meeting must be removed at the end of a meeting.
16. **Car Park:** This is available free of charge, but Luton Quakers accept no responsibility for loss or damage to vehicle or contents.
17. **Closing Down:** After use the premises must be left tidy and furniture must be replaced at the end of the meeting as it was found. The kitchen should be left clean and all food and drink removed. All windows should be closed, and all lights turned out. The premises must be cleared at the end of the time booked and in any case by 10.30p.m.
18. **Insurance:** The hirer is responsible for arranging any necessary public liability insurance to cover their activities.

**The person nominated on the application form has responsibility for ensuring that all the conditions above are complied with. If a different person takes over this role, the caretaker and lettings officer must be informed, and given the new person's name.**