

Gildersome Quaker Meeting House, **Information for Hirers – Gatehouse Room**

We seek to provide good clean accommodation but please note we have no warden or caretaker on the premises. We employ a cleaner once a week, but we depend on our hirers to leave the building tidy for the next users.

KEYS: Regular users are given a set of keys. For one-off bookings please arrange to collect and return the keys as arranged by the booking co-ordinator.

USAGE

Toilets: The keys for the toilets are on the hook next to the Fire Extinguisher. The toilets should be locked at the end of the hire and the key returned. A torch is provided with the key.

Heating: the electric fan heater should be used to heat the room and switched off at the plug at the end of the booking

Children: Where children's activities are concerned, the organisers must ensure that adult supervisors have the necessary legal clearance and that the gate at the top of the stairs is used at all times.

Kitchen: Normal kitchen facilities are not available in the Gatehouse Room. Please bring your own drinks. **Please do not leave any milk or food in the Gatehouse.**

First Aid – there is a First Aid Box in the room and it contains an accident book, please record all accidents in the book and report this information to the booking co-ordinator,

Rubbish: Take away anything you brought but have not used. **Please take all your rubbish with you** (black bags are next to the pan and brush).

Furniture: You may arrange the chairs to suit your own use, but when you have finished please leave the rooms as you found it.

Cleaning: A pan, brush and cleaning wipes are provided.

Equipment: Hirers will be responsible for any equipment of their own which they may need to bring to the meeting house. We regret that we do not have storage space for you to leave equipment.

In addition please note:

- There is no telephone in the meeting house;
- Please do not attach anything to the walls;
- Smoking and alcohol are NOT permitted inside the meeting house;
- Naked flames should never be left unattended;
- No banners are to be attached to the exterior of the building or advertising boards placed on the public pavement

WHEN YOU LEAVE PLEASE ENSURE:

- Chairs are returned to their original position;
- The door is closed and locked
- All windows are secure;
- The toilets are locked
- The heaters are off.
- All lights are off.

FINALLY, SOME IMPORTANT INFORMATION

All the bookings and maintenance of premises are managed by Friends within our meeting on a voluntary basis so that we can keep the hire charges as low as possible. We hope you can help us in this aim by giving reasonable notice of any bookings required and bearing with us if we do not always respond immediately.

Although we will avoid this wherever possible, there may be the odd occasion when we need to cancel a booking if a funeral or other emergency Quaker activity requires the whole of the premises. In such a case we will give as much notice as possible.

Emergency Contact Details:

- 1 Gordon Appleyard 0113 2852466
- 2 Jo Stevens 2523764 (day time only)

Important – the Quaker Cottage resident is not employed by the Meeting to provide support in an emergency and **should not be contacted**.