

Leeds Area Quaker Meeting Lettings Policy

Our Meeting Houses are first and foremost a place of worship.

As a religious community we bear witness to peace, equality, integrity, simplicity and sustaining the environment. We want our values to show through our actions.

In our aim to serve the community, events and meetings which take place in our buildings should not be in conflict with our values and the public statements of Quakers in Britain.

We reserve the right to refuse or cancel any booking we feel might be in conflict with our values and particularly welcome those which uphold them.

As a registered charity we do not accept bookings from political parties.

We reserve the right to cancel a booking if the space is needed for our own purposes.

Local Meetings will appoint a person to administer bookings, and ensure compliance with this policy.

Hire Charges

Local Meetings will set out a standard hire rate consistent with local market hire rates for similar premises which will be reviewed annually.

All hirers will be charged at the standard rate except where the Local Meeting has discerned that a concessionary rate is appropriate for a specific hirer. In these cases the concession given by the Local Meeting should be clearly recorded as a grant to the relevant Organisation.

Booking Conditions

Local Meetings will provide schedules for hirers appropriate to their premises.

The hirer is responsible for the security of the building while using it, and for any keys loaned. Access should only be used for the time of the booking.

The hirer must ensure that users of the building are aware of fire precautions and the location of first aid equipment. All incidents must be recorded in the accident book provided.

Activities for children or vulnerable adults should comply with current safeguarding legislation , including appropriate training and safeguarding policies

Gambling, smoking, vaping and the consumption of alcohol are not allowed and use of our buildings must be consistent with Quaker values.

Electrical equipment brought in by the hirer must have a PAT certificate.
We do not accept liability for loss of , or damage to, the hirer's own equipment.
No adjustments should be made to the fittings for gas, water or electricity.

The hirer will ensure that the building is left clean and tidy. Lights must be switched off, windows closed, taps turned off and the premises correctly locked up.

All hirers are requested to take out public liability insurance to protect themselves from claims. Where appropriate , hirers should have a PRS music licence.

12/01/2025