

Policy for the Letting of the Friends' Meeting House, New Adel Lane, Leeds LS16 6AZ

1. With the completion of the extension to the Friends' Meeting House at Adel in 2009 there are now two rooms available to let - the original Meeting Room and an extension known as the Garden Room which offers access to a small garden beyond. Facilities include a modern kitchen and toilets. The building has disabled facilities and an additional parking space for disabled people.

2. The purpose of letting

The purpose of letting the premises is to support the spiritual life and growth of the meeting through outreach activities and to encourage the use of the premises by bodies such as charities, voluntary organisations and self-help and leisure groups whose aims and purposes are in harmony with those of the meeting.

The rental obtained from this will go towards the running costs of the premises.

3. Principles of letting

The meeting will actively support the letting of the premises to the bodies listed above.

Discretion will be used to ensure that the premises are not let to:

- Those whose beliefs and aims are in serious conflict with Quaker principles and practice
- Those who wish to use the premises to promote overtly political aims (this would not preclude use of the premises by elected representatives for surgeries etc)
- Those who wish to use the building for commercial activities (this would not preclude other uses of the premises by commercial groups)
- Those who are felt to pose any danger of misbehaviour, disregard for Health and Safety or violence.

Requests for weddings, funerals and memorial services for non-Friends and any controversial requests for hiring will be considered at the discretion of the Business Meeting.

4. Practical considerations

- a) The two rooms can be booked separately or together. As the rooms are close to each other and sounds from one can be

heard in the other, it will usually be preferable for only one organisation at a time to be in the premises. However, there will be some exceptions to this in cases where small amounts of noise can be tolerated easily by both organisations involved.

- b) The rooms can be hired during the day and the evening at any time other than when they are needed for Quaker worship or business or for cleaning. They can only be hired overnight in exceptional circumstances with the permission of the Business Meeting.
- c) There will be no charge made to Quaker organisations who book the rooms for worship or for business, though donations will be encouraged. Other organisations will be charged by the hour. An hourly rather than a sessional charge will benefit some of the smaller local groups who may wish to use the rooms for relatively small amounts of time.
- d) When charges are increased, existing users will be notified three months before the new charges are imposed.
- e) Enquiries and bookings can be made by telephone or e-mail to: Pat Gerwat, 14 Woodlea Lane, Meanwood, LEEDS LS6 4SX Tel: 0113 289 9626. Email: adelquakers@gmail.com

If accepted, the hirer will be required to sign two copies of an Agreement for Hiring the Premises and to return one of them.

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