A Practical Guide to using our building

Welcome!

This is a collection of advice to help you use the building. If you have maintenance matters, please contact xxx on xxxx. There is a logbook for comments stored xxx and messages are checked several times a month.

For emergencies, please dial 999

For urgent building matters please call xxxx

For booking matters, please email xxxxx

# A is for

## Accident

If there is an accident, the first aid box is in the Hirers cupboard in the kitchen. Please record details in the accident log book which is in the same cupboard.

## Access

To get into the building you will need a key/code. Do not let anyone who isn’t in your group into the building.

The accessible toilet is next to the kitchen.

There is a hearing loop.

## Advice

We’re happy to give advice on how to set up furniture and maintain fire exits.

# B is for

## Bins

Bins are in each room. Please use the recycling bins where appropriate.

## Booking Times

A room may be in use before and after your session, so your booking must include your setting up and clearing away time. Don’t disturb the group in the building until your booking time starts.

## Buggies

There is a buggy store by the side entrance, if brought inside buggies must be folded or left at the back of the room with permission of the facilitator. Please clean up any mess wheeled in.

# C is for

## Caretakers

We ask that all users act as caretakers for our place of worship.

## Car park

Users are welcome to use it but only during booked session periods.

## Cleaning

Basic cleaning equipment is in the corner of the foyer. Additional cleaning stuff is in the cupboard under the sink in the kitchen.

## Candles

Candles, or any naked flames, are not allowed in the building.

# D is for

## Dangers

We work to keep the building safe for you to use – but it is your responsibility to check your risk assessment when you arrive and during your use. Please let us know if there are any problems at the building matters contact details above.

## Doors

Don’t block doorways, and don’t block doors open if your activity might disturb others in the building.

## Doorkeepers

Appointing a doorkeeper is the best way to keep everyone safe and ensure they know where to go!

# E is for

## Emergencies

If there is danger to life and death ring 999

## Entry

Do not allow entry to anyone who is not in your group.

## Environment

Quakers have a commitment to sustainability – we encourage all users of the building to recycle, be aware of energy usage and travel by public transport. There are recycling bins in the main lobby by the kitchen.

# F is for

## Fire

If the fire alarm goes off, exit the building calmly. The meeting point is on xxxx. It is the group leader’s responsibility to make sure all members of their group are out of the building and report that to the emergency services or building manager.

## Fire Safety

You should devise a plan for dealing with fire and other emergencies. Please familiarise yourself with the location of the fire exits. The front door and side door are fire exits and must not be blocked by buggies, scooters etc.

## First Aid

The first aid box is in the Hirers cupboard in the kitchen.

## Facilities

There are folding tables and a flipchart easel in the cupboard in the lobby which can be used at all times – if you expect to use them please let us know as another group may also expect to do so!

# G is for

## Garden

The garden is available to all hirers of the building during their booking. Please treat the garden with respect. Also, please be aware of the noise levels.

## Goodwill

We expect all users to be thoughtful and tolerant of the other groups and users.

# H is for

## Health & Safety

Please be aware of your activities, especially when lifting furniture, or when using the stairs.

## Heating

The heating is set via cloud-based thermostats. If you find the room is too hot or too cold, please contact us at the building matters contact details above.

# I is for

## Incense

No incense is allowed in the building at any time.

## Intercom

Please show group members how to use the intercom. Do not use buzzers for other rooms (apart from the office) because this disturbs other groups.

## Internet

The network is Quakers and the password is GeorgeFox1652.

# J is for

## Jobs

Many jobs are done by volunteers – so please be patient. Contractors may be in the building to do maintenance or other work, we’ll try to let you know to expect this.

## Joy

We hope that you enjoy using the building, we love sharing it with our community.

K is for

## Keys

Tap your key fob on the black plate at the bottom of the intercom to unlock the door. Your key fob will work from 15 minutes before your booking to 15 minutes after. This does not guarantee access to you room, just the building.

## Kitchen

The kitchen can be used by all users of the building. Please make sure it is clean and all mugs, plates, etc. are clean, dry and put away after use. Please keep noise to a minimum.

# L is for

## Lift

Our lift is elderly (but safe!) please only use the lift if necessary and be gentle with the buttons.

## Lights

Please turn lights off when you leave. The lights in the toilets and halls turn off automatically. If a light bulb needs changing, please contact us at the building matters contact details above.

# M is for

## Music

You are welcome to play music in your sessions but you are responsible for any licenses that might be required. Please be aware of other building users when thinking of volume.

# N is for

## Night night

If you are the final group to leave the building at night, check all windows are shut and remember to lock the gates behind you.

## Noise

Please be aware of the other users of the building and our neighbours during all your activities (including arriving and leaving)

## Noticeboard

Please do not place anything on the noticeboard. There are leaflet holders for group leaflets.

# O is for

## Outside

We try to keep the outside of the building looking nice. Please help by not dropping any litter or cutting across the flowerbeds on your way out.

# P is for

## Plumbing

If there is a leak, please contact us at the building matters contact details above.

# Q is for

## Quakers

Quakers use the building for worship on Sunday 10:00 – 11:00, but reserve the building for their use until 3pm.

## Query

If there are any queries (either from users of or visitors to the building), please direct them to the office, or if that’s empty give them the contact details above.

# R is for

## Radiators

Please make sure the radiators are set to maximum when you leave the room at the end of your booking.

## Recycling

Quakers have a commitment to becoming a low-carbon, sustainable community. We provide limited recycling and composting facilities (cardboard or green box in kitchen behind the door and compost bin in the garden adjacent to back gate).

## Refreshments

The kitchen is only suitable for making drinks and light refreshments. Please provide tea, milk, sugar etc. for your group and take responsibility for clearing way afterwards.

# S is for

## Safeguarding

It is the group leader’s responsibility to make sure that sufficient safeguarding is in place.

## Signage

You are welcome to put a sign up outside the building to let people know which room you are in, remove any signs you put up as you leave. There is a storage box to the left of the door as you leave.

## Security

Check the external doors are locked in rooms you have used, or if yours is the only group left in the building check them all

## Storage

Please do not leave anything in the building without permission. Items may be disposed of without notice.

# T is for

## Toilets

Please help us keep the toilets pleasant by only putting things down there that belong there. There are bins in each cubicle for sanitary products and used nappies should be placed directly into the outside bins.

# U is for

## Using the building

Room Welcome packs are in each room and a copy of this document is on the main noticeboard – ensure that anyone running or facilitating a group has read this.

# V is for

## Visits

Visits to see the building or to attend Worship are possible – please contact at the building matters contact details above.

Visitors should not be let into the building unless they are members of your group.

## Visual Displays

The walls inside the meeting house are not suitable for visual displays and must not be used for posters or any other visual displays (Blu Tack, White Tack, drawing pins and tape can all cause damage and be difficult to remove).

## Volunteers

Premises committee are all volunteers, so they may take a bit longer to get back to you.

# W is for

## Windows

Please make sure all windows are latched shut when you leave you room.

## Water

The stop cock is xxxx

## Welcome

Quakers have a testimony to Equality – all are welcome to use the building.

## WiFi

Use of the WiFi is a perk not a right, use implies acceptance of the xxxx QMH Wi-Fi Acceptable Use Policy as posted on the noticeboard in the lobby.

## Worship

Quakers worship here Sunday morning at 10:30am – all we welcome.

# X is for

## X Marks the spot

If you need a copy of a basic map to show people how to find the venue – please contact us as the details above.

## Xylophone

And other loud noises. Please do not make so much noise that is disturbs other groups. This is particularly important in the kitchen because it is right next to the Social Room.

# Y is for

## Young and Young at Heart

Many of our users are under 18, please be aware that they may have more energy and create more noise – we hope you’ll be tolerant, but also speak to the facilitator if you need more quiet.

If you are notice a way that we could improve access for young children, please let us know. There are stools and training seats in all toilets.

## D.I.Y

Thank you for wanting to help maintain the building – please talk to us before starting a project at the building matters contact details above.

# Z is for

## Zen

However bad it is, it will get better.