

Priory Rooms (Bull Street) Ltd Lettings Policy

The adoption of a 'lettings policy' forms an important part of Quaker witness. This policy is intended to help Friends and their representatives seek constructive engagement in the business world and encourage high standards of corporate practice. Whilst Priory Rooms seeks to trade in a way that furthers the purposes of their parent charity, CEAQM, by maximizing returns, they are conscious of the need to avoid trading in a way which would conflict with the charitable aims of CEAQM and materially undermine credibility.

This lettings policy is intended to be supportive of organisations which aim to develop their interests in a constructive, successful and sustainable way for the benefit of the communities and environments in which they operate. Specifically, this lettings policy is intended to involve working with organisations which:

- support responsible employment practices;
- observe good corporate governance practices;
- demonstrate best practice in human welfare, employment and human rights;
- operate a responsible attitude towards environmental protection, contributing towards a cleaner environment or healthier society

and

- avoid policies that conflict with charitable aims or objectives or offend Quaker witness;
- avoid policies which might hamper Quaker activities or make potential beneficiaries unwilling to accept assistance, or alienate supporters;
- avoid policies which support oppressive regimes, are harmful to individuals or the environment.

Endeavours are made to avoid lettings to organisations which are engaged in the supply of contentious products and services, including the promotion of gaming or pornography, or the supply of armaments. Lettings to organisations are also excluded where a significant part of their turnover is known to be derived from

- alcoholic beverages, tobacco or tobacco-related products, manufacture and sale;
- non-offensive military equipment;
- weekly collected credit, doorstep or high-interest lending, including on-line lending;
- human embryonic cloning
- fossil fuel extraction

The Religious Society of Friends is apolitical and does not wish to be seen to be connected to any political party. All requests for public political meetings should be referred to the directors. With regard to religious groups, directors will follow CEAQM existing policy. Further information on the agenda of the meeting may be requested by the booking team.

Provisional bookings may be made orally but will not be formally accepted until confirmed in writing. All bookings are subject to our standard terms and conditions of hiring, which are sent to every client.

A booking may be refused if

- the aims and policies of the organisation or individual are in serious conflict with Quaker values. Written details of the aims or policies of new groups wishing to hold meetings in Priory Rooms are normally requested;
- the hirer and/or guests has/have ever been linked to violence or incitement to violence or hatred on or off the premises;
- violence or the encouragement of violence at a meeting may reasonably be anticipated;
- misbehaviour has occurred at a previous meeting organised by the organisation or individual in question;
- a hirer persistently breaches the Priory Rooms terms and conditions of hiring.

The responsibility for the management of this policy lies with the directors of Priory Rooms (Bull Street) Ltd who are responsible for all aspects of the management and use of the Priory Rooms as defined in the Management Agreement, which is implemented through the manager of the conference centre. If there are any areas where support is needed on making a clear decision the directors should be consulted by the centre manager.

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