



Central England Quakers  
Trustees Property Committee

NOVEMBER 2018

## CEQ LETTINGS POLICY

Quakers encourage the use of their Meeting Houses in ways which serve and benefit the local community. At the centre of our religious experience is a belief in the fundamental equality of all members of the human race and a respect for all creation. This Quaker testimony to equality has many implications, both spiritual and practical. One of these is the unshakeable conviction that all people are equal before God, irrespective of race, religion, class, gender, sexual orientation, physical or mental activity. We hope our users will be in sympathy with this ethos and we will refuse bookings from any group or individual whose words or actions diminish the dignity of any person or group of people. The final arbiter in making such a decision will be the relevant Local Meeting.

Written **guidelines** should be provided for the use of the property with information about the building and grounds. It may also include a map and other access information and perhaps a photo or sketch of the Meeting House. If there are any particular hazards, these should be mentioned, and the location of key services (eg gas meter, electricity consumer unit, water stop tap) should be identified. Instructions for operating the heating system should be clearly displayed.

**Hire agreement:** Local Meetings hiring rooms must publish a hire agreement (tailored to their individual requirements), and ensure that this document is read and signed by all hirers at the time of booking. (A model hire agreement is available from CEQ Trustees Property Committee, for local adaptation, but Local Meetings are free to adopt their own format, using the model agreement as a “checklist”).

Local Meetings must comply with the **CEQ Health & Safety** Policy, a copy of which must be provided to hirers on request. Fire Policy and Safety notices & information must be provided by the Meeting. There should be a First Aid Box and an Accident Book to record any incidents.

**Data Protection:** Local Meetings must comply with the CEQ Data Protection Policy when processing personal information relating to hirers, and in particular with the CEQ Room Hirers Privacy Statement. This statement is published on the CEQ website and must be provided to hirers on request.

**Lettings to Political Parties:** bookings are not normally accepted for open, public political meetings arranged by individual parties. ‘Surgeries’ run by incumbent local councillors and MP’s and non-partisan ‘hustings’ type meetings would be accepted, and, in fact, encouraged as community use of meeting houses. Meeting house space may be let on a commercial basis for private meetings of political parties, not advertised and restricted to party members.

**Preferential rates for room hire:** Meetings should recognise that giving preferential rates to local groups and charities, or members of the Meeting, for the hiring of rooms is equivalent to making a donation. As such these preferential rates need to be handled in the same way as a donation of money. The arrangement for a preferential room hire rate needs to be recorded in a LM Business Meeting minute, as an adopted concern.

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The Central England Area Quaker Meeting Charities, registered charity number 224571