

# **FRIENDS MEETING HOUSE 12 JESUS LANE CAMBRIDGE CB5 8BA**

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Warden : Kirsten Lavers

Assistant Warden : Richard Seed

## **ROOM HIRING POLICY**

### **Room hiring**

Jesus Lane Friends Meeting hires rooms to groups and individuals whose aims and policies are consistent with Quaker beliefs and testimonies to equality, truthfulness, simplicity, peace and sustainability. Before a booking is made, new potential hirers are asked to provide written details of their aims and policies. A booking may be refused if a hirer's aims and policies are in serious conflict with Quaker beliefs, or a hirer or guest has ever been linked to violence or incitement to hatred or violence on or off the premises. If there is uncertainty about the suitability of a potential hirer, the warden will consult Premises Committee, and if appropriate Premises Committee may seek guidance from Local Meeting. If a decision cannot be made quickly, the potential hirer will be informed of the delay so that the hirer has time to make alternative arrangements.

All bookings are subject to our Room Hiring Standard Terms and Conditions that cover method of booking, Jesus Lane Friends Meeting's right to charge cancellation fees, right of access to all parts of the building at all times and right to cancel bookings without giving reasons, and indemnity & damages, and the hirer's responsibilities while on the premises.

The maximum permitted number of attendees in the rooms available for hire: in the Meeting Room 100 attendees; in the Meeting Room plus Annexe 120 attendees; in the Ann Docwra room 50 attendees; in the Aldren Wright room 30 attendees; in the Annexe 15 attendees; in the Library 8 attendees.

### **Booking priority**

In the event of a clash in requests to hire a room:

Quaker use will take precedence

Existing bookings will take precedence over new bookings

Existing/long-standing hirers will take precedence over new hirers

### **Limitations & restrictions**

We allow party political meetings for internal committee meetings and internal hustings. We do not allow public single-party political events or any public meetings or other events where holding the meeting in the Meeting House might be misinterpreted by the public as endorsement, support, approval or encouragement by the Quaker community. We do not allow political parties that express policies or views (e.g. racist views) that are in conflict with Quaker testimonies or any public forum or hustings that includes candidate(s) of such political parties.

We do not hire rooms for receptions or commercial sales. Parties are permitted in consultation with the Warden, our concern is that the event is not likely to involve loud music or disorderly behaviour. If a hirer wishes to play music (live or recorded) or show a film, the hirer must obtain permission in advance from the Warden.

Smoking, consumption of alcoholic drinks, recreational drugs or gambling are not allowed on the premises. In the Meeting Room, no consumption of food or drink apart from water.

No display of banners, posters or other information or advertising material on the exterior of the Meeting House, except with explicit permission from the Warden. No distribution of promotional material or sale of publications in the common areas of the premises, except with explicit permission from the Warden.

At the end of the hire, the room must be returned to the state in which it was found including the arrangement of the furniture.

All attendees must leave the building by 10pm unless agreed otherwise in advance with the Warden.

## Charges

Rooms are charged at a rate decided annually by Premises Committee. All hirers such as a commercial hirer, a community hirer or a hirer who is a Quaker, are charged at the same rate.

Quaker events may be given a subsidised rate, at a level approved by Premises Committee; any subsidy will be recorded in the accounts. When a room is booked by a Quaker organisation other than Cambridgeshire Area Meeting and its constituent local meetings, a contribution to the Meeting House running costs for the booking is invited (e.g. Young Friends General Meeting, Quakers and Business Group).

Use of rooms for meetings, events and activities of the Religious Society of Friends (Quakers) including committees and listed informal groups of the Society is not charged (100% discount and duly recorded).

The current charges (effective from 1.7.2023) are available from the warden and on the Cambridge Jesus Lane Quaker Meeting website:

Weekday daytime 2 hour minimum hire

Evening & weekends 3 hour minimum hire

	per hour	for 2 hours	for 3 hours
Meeting Room	£21.00	£42.00	£63.00
Meeting Room & Annexe	£27.00	£54	£81.00
Ann Docwra Room	£17.00	£34.00	£51.00
Aldren Wright Room	£13.50	£27.00	£40.50
Annexe	£11.50	£23.00	£34.50
Library	£6.50	£13.00	£19.50

Kitchen Use: Pot of tea or coffee £6.50

Serving a prepared meal incl. tea or coffee £14.00

Cooking and serving a meal incl. tea or coffee. £23.00

Tea/coffee provided £1 per serving

Equipment (please book in advance):

Tele-conferencing equipment £11

Use of digital projector £6.50

Use of sound system with microphone £6.50

Flip Chart/white board no charge

When booking a series of more than three hires there is a 10% reduction. For new hirers, one-off or irregular bookings (i.e. not weekly or monthly) a deposit of 25% paid in advance is required to secure the booking. Cancellations other than those related to COVID will be charged if less than 4 week's notice is given.

## Revisions

This policy and the Room Hiring Standard Terms and Conditions are reviewed regularly by Premises Committee and are subject to change to meet the changing needs of Jesus Lane Friends Meeting.

**Agreed by Premises Committee: July 2023**