

Quaker Meeting House, Lawn Terrace, Blackheath, London SE3 9LL

Terms and conditions of letting

Blackheath Quaker Meeting welcomes use of the Meeting House by other members of the community. However, please remember that the building

is principally a place of worship and we ask you to respect this.

No alcohol or drugs are allowed in the Meeting House, and smoking in the Meeting House is forbidden by law.

CHILDREN If your activity involves children, the Meeting's Child Protection Policy (supplied separately) forms part of the terms and conditions of letting, and you must have adequate insurance.

SECURITY The Meeting House is not permanently staffed. When you use the building, you are responsible for managing the session and for the security of the building. The outside doors must not be left on the latch during sessions unless the lobby is occupied. There are door bells available both upstairs and downstairs, and users should ring the bell to gain entry.

GOOD HOUSEKEEPING All users must leave the Meeting House clean and tidy. If you have had to move any equipment, please put it back. Upstairs you will find a broom and a vacuum cleaner in the cleaning cupboard, which is to the left of the main door as you come in. Downstairs there is cleaning equipment in the kitchen. The Meeting House is well equipped with notice boards, and mobile display panels are available for displaying pictures or posters. Nothing must be attached to the walls or paintwork with adhesive tape, pins, Blu-Tack or anything else. If the noticeboards do not provide you enough space, consult the Administrator. The main meeting room is equipped with concealed rails for hanging pictures on the walls; if you wish to use these, please consult the Administrator.

STORAGE Users who wish to store items in the Meeting House between sessions may only do so with the written permission of the Administrator, and all items are stored at the users' risk.

KITCHENS The kitchens are available to use, but please clean up afterwards and put everything away. Please bring your own tea, etc.

RUBBISH Please recycle whenever possible: there is a small recycling bin in the upstairs kitchen, and outside downstairs there is a domestic-sized green recycling bin. Please take all food waste and non-recyclable rubbish away with you. Do not use the Montessori School's bins or leave rubbish in bags, as the local wildlife will tear the bags open.

HEATING Heating times will normally be programmed in already for regular users. If you are not a regular user, or your times are not programmed in, please use the

override switch for the heating, which will take about ten minutes to kick in. These switches are located: UPSTAIRS – by the main light switches to the left of the door as you come in; DOWNSTAIRS – by the fire exit.

Override stops automatically after three hours, so if using the hall for the whole day just keep using the override every three hours. The override switch may have been left in the down (on) position by the previous user. If so, you need to switch it up and then down again (i.e. off and then back on). When you leave the premises, ensure that all the switches on the radiators are in the down position and the heating override switch is off.

WINDOWS In the main room upstairs the vents in the lantern are controlled by a rocker switch on the wall near the narrow window. The narrow window is locked by a key kept in the metal box at the end of the wall on the left. The same key fits the other upstairs windows. Downstairs windows open with the window lock key hanging by the door of the room. Please ensure all windows are closed and locked before you leave – even if you did not open them yourself.

HEARING LOOP SYSTEM This is in operation in the main hall, and can be switched on at the end of the wall on the left. The plug is labelled. Hearing aid users should switch their aid to the T position.

MUSIC LICENSING The Meeting House does not have music licences. Users who play copyright and/or recorded music as part of their activities are responsible for arranging any necessary licences with respectively the [Performing Rights Society](#) and [Phonographic Performance Ltd.](#)

REQUESTS FOR MONEY The Meeting has a policy of not giving money to people asking for it at the door, and asks all Meeting House users to follow this policy. An information leaflet is available to give people, suggesting alternative sources of support.

CAR PARKING Meeting House users have right of access along Independents Road at all times, but you will need to register with BMI for permission to park so please refer to the parking information sent separately. The two parking bays closest to the Montessori School are reserved for the use of the School. The other two spaces are available to hirers of the Meeting House, but there is no guarantee of them being free. If you need to use these spaces, please discuss with the Administrator. No other parking is available along Independents Road.

Lawn Terrace has a mixture of residents' parking and single and double yellow lines. The car park at Blackheath station is a 24/7 pay-and-display car park.

Health and safety

Upstairs and downstairs

- Stacked chairs can be a safety hazard if leant on when the seats face outwards. Please take care and make sure, especially if children are present, that chairs are stacked sideways or with the seats facing the wall.
- Kitchen implements and appliances can cause injury. Please ensure that only adults have access to the kitchens.
- Any electrical equipment brought into the Meeting House must be safe.
- The staircase is narrow and angled, so please take care if you need access to both upper and lower floors (e.g. for toilet facilities). Please make sure that all children in this area are supervised at all times by a responsible adult, and keep the gate closed.

Upstairs

- The low wall by the staircase is a risk to young children if they are allowed to climb onto it. Please make sure that all children in this area are supervised at all times by a responsible adult.

Incidents, accidents and first aid

Record any incidents in the Accident/Incident Book kept in the bookshelves between the inner and outer doors of the main hall upstairs. First Aid boxes are located on the wall outside the kitchen upstairs and in the kitchen downstairs.

Fire safety instructions

Before the session

A Responsible Person is needed for each floor. The Responsible Person must be familiar with the relevant Fire Exit Plan. There are separate Plans for upstairs and downstairs, on the wall outside the kitchen in each case.

During the session

The Responsible Person should note who leaves the main room to alert these individuals when an emergency evacuation is necessary. Exit routes should be kept clear. Fire doors should be kept closed: if a door has been propped open, it must be properly closed at the end of the session.

Leaflets or other papers should not be placed on the radiators. Flammable materials must be kept away from the microwave oven, and its vents must not be obstructed. Open flames, e.g. candles or tealights, are not allowed.

If the fire alarm sounds and it is clear that there is no fire, the Responsible Person

should reset the fire alarm system beside the front door upstairs, following the instructions provided there.

Users are advised to hold a fire drill every three months.

In the event of fire

Anyone may raise the alarm by shouting and repeating 'FIRE!', or the fire alarm may sound if it detects a fire. It is the job of the Responsible Person to ensure that everyone on the floor is aware of the fire and to begin evacuation by the nearest available exit route. Everyone should go straight to the Assembly Point, leaving their belongings behind. If necessary, the Responsible Person should appoint helpers to assist less-abled individuals and those who have difficulty speaking English to leave the building.

The Responsible Person should use a mobile phone to call the Fire Brigade on 999 and give the postcode for the location: SE3 9LF. (Note that mobile phones may not work inside the building.) They should also check for anyone left in the building, and account for all individuals to the Fire Officer when the Fire Brigade arrives. They should ensure that people do not re-enter the building for any reason.

Responsible Persons may close doors and windows provided there is no risk to their safety. They should use fire appliances only if they are trained to do so and can successfully tackle the fire with no risk to themselves or others.

UPSTAIRS

- There is a **push-bar Fire Exit** in the main hall, as well as an exit route through the lobby to the front doors. An exit route via the stairs to the lower floor is also available for the able-bodied.
- The Assembly Point is outside the garages on the other side of Lawn Terrace.
- There is a water fire extinguisher in the main hall by the Fire Exit. It must remain by the door and not be moved.
- There is a fire blanket in the kitchen.
- There is a CO₂ fire extinguisher outside the kitchen door.
- There is a water fire extinguisher by the main entrance door.

DOWNSTAIRS

- There is a **Fire Exit** from the lobby near the kitchen, as well as an exit route through the main door. An exit route via the stairs to the upper floor is also available for the able-bodied.
- The Assembly Point is at the nearer car park gate on Independents Road.
- There is a fire blanket in the kitchen.
- There are water and CO₂ fire extinguishers by the fire exit door.