

# THE RELIGIOUS SOCIETY OF FRIENDS

## SOUTH BELFAST PREPARATIVE MEETING

22 Marlborough Park North, Belfast, BT9 6JH

### Practical information for groups/individuals wishing to rent space at the meeting house

#### LOCATION

South Belfast Friends Meeting House, 22 Marlborough Park North, Belfast, BT9 6HJ.

#### FACILITIES

**Large Room** – 11.7 metres x 10.0 metres - Can seat 100 comfortably.

**New Room** – 8.3 metres x 4.2 metres (carpeted) - Can seat 15 people.

**Small Room A** – 3.6 metres x 3.6 metres - Can seat 10 people and can be merged with Small Room B.

**Small Room B** – 5.3 metres x 3.6 metres - Can seat 10 people and can be merged with Small Room A.

**Kitchen Facilities** - hot water boiler, double oven, hot plates, microwave, fridge. Crockery and cutlery (for 50).

The building is fully accessible for wheelchair users. There is a wheelchair-accessible toilet. Induction loop facilities are available in the Large Room. The car park can take about 10-12 cars. There is a small garden area with a bench and chairs.

#### QUAKER ETHOS

Priority use is given to groups/individuals who are in sympathy with or have similar aims to our Quaker ethos and our testimonies of Simplicity, Peace, Integrity & Trust, Equality & Community. We do not accept bookings from enquirers whose values are contrary to the spirit of Quaker ethos and testimonies. We have listed these testimonies in Appendix 1.

#### CONDITIONS OF USE

- Users must have their own public liability insurance in place.
- The meeting house is not licensed for public entertainments for which admission is charged.
- No smoking, vaping or alcoholic drinks are permitted.
- There may be exceptional occasions when the meeting house will be required for Quaker purposes at relatively short notice (e.g. a funeral). In such cases, as much notice of cancellation as possible will be given and every effort will be made to honour bookings made well in advance.

#### BOOKINGS

Organisations must give adequate notice of requested bookings, checking availability of the premises by email or telephone, and following up immediately with a **completed application form**. Application forms for use of premises may be obtained from Kerry Nicholson ([kerry@karenandkerry.com](mailto:kerry@karenandkerry.com) / 07980007372) or Sheena Bell ([bellsheena@hotmail.co.uk](mailto:bellsheena@hotmail.co.uk) / 07968756301). Arrangements for payment must be discussed and agreed at the time a booking is requested.

#### Bookings will not be considered confirmed until:

- a completed application form is received.
- arrangements for payment of a donation toward costs are in place.
- a confirmation email has been sent out to you.

## COST

The following will be the minimum contributions expected to cover heat, light, maintenance and caretaking per session. Use of the kitchen facilities is charged separately. A session is a period of up to 4 hours. We have three pricing bands to reflect the range of organisations using our building:

<b>Session Rates</b> <i>(period up to 4 hours)</i>	<b>Public Sector</b>	<b>Profit-Making</b>	<b>Community / Not-for-Profit</b>
<b>Large Room</b>	£60.00	£40.00	£35.00
<b>New Room</b>	£35.00	£25.00	£20.00
<b>Small Room A</b>	£25.00	£20.00	£15.00
<b>Small Room B</b>	£25.00	£20.00	£15.00
<b>Kitchen Facilities</b>	£10.00	£6.50	£6.50
<b>Whole Building</b>	£130.00	£110.00	£75.00

## USE OF BUILDING

- We ask all users to be mindful that this is a place of worship.
- Users should arrange for someone to be at the premises at least 30 minutes prior to the booking time to meet with the person opening the building.
- Please leave the premises clean & tidy and furniture should be returned as per the diagrams on the walls.
- Do not leave the premises unattended and unlocked at any time. It is recommended that the main door is locked from the inside during use, as a security measure.

### Fire

- Fire Exits – in addition to the front door, there are 4 other ways to exit the building. A fire exit is located at the far end of the Large Room, 2 exits are located at either end of the New Room, and an exit is located in the hallway outside the Small Rooms and Kitchen
- If the fire alarm sounds, please evacuate the building by your nearest exit and meet in the front car park.

### First Aid

- A first aid kit and an accident report book can be found in the marked cupboard in the kitchen. Please record any accidents that happen on the premises and any supplies used.

### Heating

- The heating comes on at set times, but there are boost switches situated in entrance hall opposite the front door should a boost of heat be needed. The switch on the left turns on the heating in the Large Room, the New Room and the entrance hall. The switch on the right turns on the heating in the Small Rooms and the Kitchen.
- Please only heat the area being used and switch off boost switches before leaving premises. Do not alter thermostatic valve settings on radiators.
- PLEASE REMEMBER TO TURN OFF ANY HEATING SWITCHES BEFORE LEAVING.

### Tea / Coffee

- If using the kitchen, please follow any additional specific guidance given.
- Please bring your own tea, coffee, sugar, milk, etc and TEA TOWELS.
- We encourage the use of FAIRTRADE tea, coffee and sugar in the meeting house.
- For smaller groups please use the kettle on the counter. For larger groups please turn on the automatic hot water boiler using the switch located on the wall just below and to the left. Then please check that the boiler is heating up or you may need to turn on the secondary button on the front of the boiler.

- Crockery and cutlery are in the labelled drawers. There should be enough plates, bowls, mugs, knives, forks and spoons to cater for up to 50 people.

#### **Stock Take as of January 2019:**

53	<i>Large Dinner Plates</i>	60	<i>Side Plates</i>	57	<i>Dessert /Soup Bowls</i>
69	<i>Knives</i>	65	<i>Forks</i>	60	<i>Dessert Spoons</i>
13	<i>Soup Spoons</i>	23	<i>Glasses</i>	81	<i>Mugs</i>
8	<i>Folding Tables</i>				

#### **Washing up**

- There is hot water in all hot taps (though it may take a few seconds to run through from the boiler).
- Please choose carefully which bin your rubbish goes into as we actively recycle and compost.
- Please use the appropriate bins – compost, recycling, landfill bins are all located in the kitchen in the labelled cupboards.
- Sweep up any crumbs that may be left after food has been consumed.
- Please take any empty milk bottles and unused provisions away with you.

#### **Damages and Breakages**

- Any item damaged or broken should be reported to Kerry Nicholson ([kerry@karenandkerry.com](mailto:kerry@karenandkerry.com) / 07980007372).

#### **Closing up**

- See that all windows are tightly closed and curtains are drawn back.
- Switch off the hot water boiler in the kitchen at the wall.
- Switch off any cooker or oven switches that you turned on.
- Turn the heating boost buttons located near the front door back to the OFF position again.
- Please replace any chairs as far as possible as you found them (there are chair layout plans on the wall in the Large Room and the New Room).
- Switch off lights (the Kitchen and toilets lights will go off automatically).

#### **CONTACT**

Kerry Nicholson ■ 079 8000 7372 📧 [kerry@karenandkerry.com](mailto:kerry@karenandkerry.com)

## **APPENDIX 1**

### **QUAKER TESTIMONIES**

#### **Simplicity / Sustainability / Stewardship**

We are concerned about the excesses and unfairness of our consumer society and the unsustainable use of natural resources. We try to live simply and to find space for the things that matter: the people around us, the natural world, our experience of God. We value the spirit over material objects. We seek to protect and care for the Earth in a sacred trust. We try to walk lightly on the Earth, recycle and reuse whenever possible, and reduce the amount of energy we consume. We promote environmental, economic, and social sustainability. We appreciate our world via scientific inquiry, artistic expression, outdoor adventures, and a thorough exposure to natural resources. We seek to promote social justice and the need for equal access to resources. We promote a sense of social responsibility.

#### **Peace**

We are perhaps best known for our peace ethic, which comes from our belief that love is at the centre of existence and all humans are equal in God's eyes. It has led us as Quakers to refuse military service and become involved in a variety of peace activities. These range from practical work in areas affected by violent conflict to developing alternatives to violence at all levels – from the personal to the international - building conflict resolution skills, working against militarisation in society, empowering and encouraging others in decision-making.

#### **Integrity & Truth**

We try to live according to the deepest truth we know, which we believe comes from God. This means speaking the truth to all, including people in positions of power. As we are guided by integrity, so we expect to see it in public life. We try to treat others with respect and honesty; We acknowledge interconnectedness and essential oneness.

#### **Equality & Community**

We believe everyone is equal. This means working to change the systems that cause injustice and hinder true community. It also means working with people who suffer injustice, such as prisoners and asylum seekers. We respect different people and different ideas; we honour all faiths, reflecting a broad, inclusive spectrum of the global family. We try to ensure we connect with all members of society especially those from communities that are under-represented, disadvantaged or marginalised; We promote respect for everyone and the idea that everyone has a piece of the truth. We celebrate a rich community made up of many cultures.