BANGOR QUAKER MEETING HOUSE

Dean Street, Bangor LL57 1UR

GUIDELINES for HIRERS



Several rooms of different sizes are offered at the Quaker Meeting House. These comprise – on the ground floor – the large meeting room, a smaller library/meeting room, toilets, kitchen and a spacious foyer; upstairs, there is one smaller meeting room. There is full wheelchair access on the ground floor, but the first floor can only be accessed by the stairs.

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Please ensure all users from your organisation are made aware of these Guidelines.

Arriving at the Meeting House

Entry: regular users are provided with an electronic key fob. Arrangements are made with other users to receive (and return) a fob, or a temporary pass code for the key pad.

Other users: not infrequently, especially in the evenings, more than one group uses the building, so please be aware and as quiet as possible when moving in the lobbies and stairs.

Security downstairs: if yours is the only group, and using the main meeting room, someone should keep an eye on the door to ensure no unexpected people enter. If the only group in the building is using the Library, we suggest you keep the intervening doors open so that you can hear people entering (see also "Practical Instructions and Care" below).

Security upstairs: if you are only using the upstairs room, we recommend that, in order to prevent the entry of unauthorised persons, you do not prop the front door open, but leave it locked. There is a discreet bell push on the right side of the door frame which latecomers can use – the buzzer rings upstairs (see also "Health and Safety" below).

General behaviour: Remember that we do not allow any form of gambling activities to take place on our premises, nor the consumption of alcoholic drinks, and that smoking is only permitted off the premises.

Available for use: six 6' folding tables in cupboard in accessible toilet; display/whiteboard and small exhibition boards (in plastic cases) on the landing upstairs. Please bring your own paper and whiteboard pens.

Leaving the building: for these procedures, please see "Leaving" below.

Heating

For the Main Meeting Room: In the centre on the electrical control board in the cupboard under the stairs is a circular time clock. To turn on the heating system for the main meeting room, firmly press the small red button which can be felt just behind the plastic cover at about 10 o'clock position. You will hear a distinct clunk (unless the heating is already on). An easy way of making certain the heating has switched on is to check if the red neon light is showing on the disused heater switch to the left of the door to the main room. These instructions are also on the wall underneath the time clock.

In this main room, please do not turn off any electric heaters at the wall (or alter their settings), but if one of your group does so, please ensure they are switched back on fully at the end. Otherwise the room will not heat up properly for the next occupants.

It would be appreciated if you switch off the heating at the time clock on leaving the building to save electricity (even though the timer automatically switches off the heating at around 12 midnight and 12 midday). If you are using the premises all day **please be aware** that the heating will still go off at midday – so you will have to re-start it if still needed.

There is a **thermostat** next to the piano in the main meeting room, which is normally set to 19.5°C, which we have found keeps the room at a suitable temperature in the winter. (This may seem low but, once warmed up, it feels warmer than this.) The thermostat switches the heating off and on periodically. Note that it shows the current temperature; one tap of the downward pointing button indicates the temperature to which it has been set. We prefer that the thermostat controls are not changed but if someone has done so, the instructions for its use are inside the top cover of the piano.

Heaters in the Library and upstairs room are switched on and off at the wall in those rooms. There are four portable heaters for additional use if needed.

Health and Safety, Including Fire Precautions and Evacuation

You are requested to read and refer to the folder with detailed guidelines of Health and Safety and Risk Assessment procedures kept on the shelf in the kitchen, together with the Accident Book. (Another copy of folder in Library).

Smoking is not permitted inside the building. If there is a need to evacuate the building please remember that there are two alternative exit routes marked with green signs, in addition to the main front door.

- From the **main meeting room**, if the lobby is impassable, exit through the large glass window into the garden, turn right and leave the site through the garden gate. Please remember that elderly or infirm people may need help climbing the steps to the exit.
- From the **lobby**, exit through the rear side door into the garden, go up the ramp and leave the site through the garden gate.
- From the **library**, leave either through the main door via the kitchen outer lobby, or through the rear side door into the garden, up the ramp, leaving the site through the garden gate.
- From the **kitchen and toilets**, leave either through the main door via the outer lobby or via the library through the rear side door into the garden, up the ramp, leaving the site through the garden gate.
- From the **upstairs room**, if it is not possible to descend the stairs, stay in the room with the door closed. If necessary call for help out of the window.

Remember to ensure that no-one is left unattended in the accessible toilet.

The fire alarm can be operated from the break-glass boxes bottom and top of the stairs and by the garden door. The glass swing doors in the

lobby and the main door in the Library close automatically when the alarm operates.

There are also strategically placed fire extinguishers which should be used only if there is no risk to the operator.

<<< IF IN DOUBT, LEAVE THE BUILDING >>>

If there has been any sort of fire, however small, call the Fire Brigade to check the building, and one of the phone numbers below.

Other Safety Matters

We recognise that on occasions using candles is desirable, but we request they are not used upstairs. Please ensure candles are of a type not easily overturned, used only on tables and never left unattended.

If the alarm sounds from the accessible toilet, the instructions to be followed are on the notice outside.

Please ensure that chairs or other items are not left in front of the electric heaters, nor should anything be placed on top of them.

If the quarry tiles in the lobby might still be wet after cleaning, a warning notice will be displayed.

As noted in the “Arriving” section above, if a group, and particularly if an individual, is using the upstairs room, there might be the risk of an intruder entering the building below without their knowledge. To safeguard against this, they should lock main door and advise others in their group of the bell push on the right of the main door in case of late arrivals.

Users should be reminded that upstairs there are sloping ceilings where there is a risk of knocking heads, and there are notices indicating this.

There is a First Aid box on the shelf in the kitchen and any personal injuries should be entered in the Accident Book there.

Kitchen

Crockery and cutlery in the kitchen are available for your use to prepare drinks and light refreshment. Please ensure everything is washed, dried and put away after use. Hirers should bring their own supply of refreshments – please do not use anything labelled as the property of others. Also (apart from regular users), please take your supplies away when you leave unless you wish them to be shared with subsequent users. However, if you wish to leave any excess milk in the fridge for others, this is always appreciated and avoids waste. Please avoid taking food and drinks (except drinking water) into the meeting room.

For your convenience, there is a hot water immersion tank under the sink with a switch to the left of the drainer. Again, please switch it off after use.

There is an electric hotplate in the drawer to the right of the sink that you may wish to use for reheating soups.

Appliances must be switched off and unplugged after use (except the fridge).

Leave all organic waste in the small brown bin by the sink; cans, plastic, paper, glass items in the coloured boxes under the pegs in the cloakroom.

Practical Instructions and Care

Internet: Wi-Fi CRYNWYR-BANGOR-QUAKERS, Password: GyfeillioN57 (case sensitive); wired internet connection (LAN) available in the library.

Food and drinks: These may be consumed in the lobby area. Excepting drinking water, please avoid taking them into the main meeting room. Never place any liquids on the piano or the heaters.

Blinds and curtains: please take care with the vertical blinds fitted to the upper windows in the main meeting room, and be gentle when operating the pull cords.

To avoid damage, posters/notices must never be fixed to wall surfaces.

Notice boards / windows: These are for the use of Bangor Quakers only but, on application, permission may be granted to affix notices or posters for events in the Meeting House, up to one week in advance.

Glass swing doors in the lobby: to hold these open, first push open fully, then operate the small black switch just above each door. To close them, operate the switch again. These doors close automatically when the fire alarm goes off, so please ensure no furniture is placed in such a way as to prevent this. These instructions are also affixed to the glass swing doors.

Library main door: if you wish this to remain open, open it fully against the stop (fixed to the floor) and use your foot to press down the black stopping mechanism, holding for a moment. To release, pull it up with your toe. This door closes automatically when the fire alarm goes off, so please ensure no furniture is placed in such a way as to prevent this. These instructions are also affixed to the glass library doors. If required, the other door of the pair will stay open on its own, but please ensure it is closed and bolted first.

Side door and garden: the exterior side door to the garden has a stay for holding it open; please be careful operating this. The outside handle does not open the door, so, in the event that the door closes and you cannot attract the attention of someone inside, you can exit to Dean Street by the garden exit (please shut behind you) and re-enter through the front door. Please nevertheless double lock the side door after use, ensuring no items (including litter) have been left in the garden. Instructions are also on door.

Cleaning up: vacuum cleaner and brooms may be found in the accessible toilet.

Please also see the instructions in “Leaving” below.

Feedback

Kindly inform our Lettings Officer of anything that needs attention, or which you have found unsatisfactory, by email – lettings@bangorquakers.org.uk (or leave a text or voicemail on 07541 563263).

Leaving the Meeting House

The last responsible person in your group must check that:

- windows are securely closed, door to garden locked
- all lights are off
- main heating system is turned off (see "Heating" above)
- all other heaters are turned off at the wall, portable heaters unplugged (and socket covers put back); likewise kettles in kitchen
- all areas are left clean and tidy (vacuum cleaner and brushes are available in the accessible toilet)
- the automatically closing glass doors to the inner-lobby area are not obstructed by tables, etc. (see also "Practical Instructions and Care" above for their operation)
- chairs in the main meeting room have been put back in position according to the diagram on the notice board in the inner lobby
- none of your group remains in the building
- the main door has locked properly, and if not, pull it until the latch clicks into place; the new door entry system does not need a key to lock it.

Emergency Contacts

If for any reason the front door cannot be locked, or for other emergency advice, please ring 07770 877956, or 01248 601315.