

# Quakers in Yorkshire

## Hiring Rooms Guidelines

The following should be considered:

### General

- Do the premises have public liability insurance?
- Fire clearance for maximum capacity of people in the building/room at any one time
- Location of emergency exits
- Accessibility of entrances, toilets, etc.
- Is a loop system installed?
- Spaces for small group work, side meetings etc
- How early on the day should the organisers turn up?
- Arrangements for opening up and closing building. Will there be staff on duty? Return of keys and alarm system if relevant. Emergency contact.
- Rubbish removal

### Safety

- Facilities for children and their safety
- Is there a first aid kit? A fire blanket in the kitchen?
- External environment – busy road outside etc. and drop-off facility.

### Equipment and seating

- Will chairs be laid out as needed at the start and can they be left in that arrangement at the end?
- Equipment for presentations: table for clerks, lectern, microphone, roving microphone, screen and projector (for laptops etc), flipcharts and pens
- Refreshments: check use of kitchen, crockery etc. What is available – hot water boiler, microwave etc. Will there be shared use or sole use.
- What is the damages policy?

### Arrival and parking

- What are the parking arrangements?

Does the organisation have a directions leaflet or a website with a map