

Central England Area Quaker Meeting (CEQ) Lettings Policy

Approved by Trustees on: 12 August 2025

Next Review Due: 2028 or as required

1. Introduction

This policy sets out the terms under which Central England Area Quaker Meeting (CEQ) lets out rooms at its premises. As a registered charity (Charity number: 224571), CEQ seeks to ensure that room hire supports our charitable purposes, upholds Quaker values, and complies with all relevant legislation.

2. Purpose of Room Letting

Room lettings by CEQ aim to:

- Contribute to the financial sustainability of our Meeting Houses;
- Provide welcoming, inclusive spaces for community, educational, spiritual, and social activities consistent with Quaker testimonies;
- Support and facilitate public benefit in line with our charitable objects.

3. Quaker Values and Letting Principles

In line with Quaker testimonies of peace, equality, truth, simplicity, and sustainability, CEQ applies the following principles to room lettings:

- Equality: We do not discriminate on the basis of protected characteristics under the Equality Act 2010;
- Peace: We do not host activities that promote violence, militarism, or harm;
- Truth and Integrity: All arrangements must be honest, clear, and fair;
- Simplicity and Sustainability: We aim to reduce environmental impact in our buildings and through our lettings;
- Respect for Worship: Activities must not interfere with the spiritual use of the space.

4. Who May Hire Our Rooms

We welcome enquiries from:

- Charitable, voluntary, and community groups;
- Faith and interfaith groups;
- Organisations promoting peace, justice, sustainability, equality, and inclusion;

- Public sector bodies (e.g., NHS, local councils);
- Private individuals or practitioners offering educational, creative, or therapeutic services (where consistent with our values).
- Commercial bodies (where consistent with our values).

CEQ will not hire to / for:

- Individual political party meetings open to the public (surgeries' run by incumbent local councillors and MP's and non-partisan 'hustings' type meetings would be accepted);
- Groups promoting hate, discrimination, or extremist views;
- Groups using the premises for illegal activities
- Organisations linked to the arms trade or military recruitment;
- Activities involving gambling, alcohol, or drugs (hire by organisations supporting sobriety / abstinence would be welcome);
- Events incompatible with our values or likely to disrupt Quaker worship or business.

5. Booking and Approval Process

- All bookings must be made via the designated system or contact person for the Meeting House;
- A booking form must be completed and terms and conditions accepted;

6. Hire Charges

- Charges are set by each Local Meeting or centrally by CEQ, as appropriate;
- Reduced rates may be available for charities, Quaker groups, or community organisations;
- Commercial or private bookings may be subject to standard or premium rates;
- All rates are reviewed annually.

7. Safeguarding

- Any group working with children or adults at risk must have appropriate safeguarding policies in place and ensure staff/volunteers are DBS checked;
- CEQ reserves the right to request evidence of safeguarding arrangements.

8. Complaints and Disputes

- Any concerns or complaints should be submitted in writing to the relevant Local Meeting or to the CEQ Trustees via Sarah Barker, Principal Officer sarah.barker@CEQ.org.uk.
- Decisions of the Trustees or their delegated representatives are final.
- The full procedure can be found here: <https://centralenglandquakers.org.uk/contact/>

9. Review and Oversight

This policy is reviewed every 3 years by the CEQ Trustees or sooner if there are significant changes in legal requirements or operations.

12 August 2025

Sarah Barker, Principal Officer

On behalf of the Trustees of Central England Area Quaker Meeting

Guidance for Local Meetings when hiring out a room / premises

All LM's should use the CEQ **Terms and Conditions of Hire** form.

Written guidelines should be provided for the use of the property with information about the building and grounds. It may also include a map and other access information and perhaps a photo or sketch of the Meeting House. If there are any particular hazards, these should be mentioned, and the location of key services (eg gas meter, electricity consumer unit, water stop tap) should be identified. Instructions for operating the heating system should be clearly displayed, if applicable.

Local Meetings must comply with the CEQ **Health & Safety Policy**, a copy of which must be provided to hirers on request. Fire Policy and Safety notices & information must be provided by the Meeting. There should be a First Aid Box and an Accident Book to record any incidents.

Preferential rates for room hire: Meetings should recognise that giving preferential rates to local groups and charities, or members of the Meeting, for the hiring of rooms is equivalent to making a donation. As such these preferential rates need to be handled in the same way as a donation of money. The arrangement for a preferential room hire rate needs to be recorded in a LM Business Meeting minute, as an adopted concern.

As a charity we cannot support illegal activity or anything which might bring the charity reputation into disrepute. In adopting another organisation as a concern, LMB's should consider any potential risk to CEQ in being linked to the third party.