Worcester and Shropshire Area Quaker Meeting
(Charitable Incorporated Organisation)
Charity No. 1175399

AREA MEETING LETTINGS POLICY and guidance for Local Meetings

Agreed by Area Meeting on	11 July 2026
Minute number	26.25.01
Signed	
Name signed by (Clerk of Trustees)	Lynda Prescott
Date for next annual review by Trustees	July, 2027
The role-holder responsible for starting the next review	Clerk to A.M. Trustees

Policy aims and purposes

Quaker meeting houses are primarily places of worship, but Local Meetings also encourage the use of their meeting houses for educational and other purposes which serve the needs of people living in their neighbourhood. We welcome hirers who value the peace and tranquillity of our spaces, indoors and outdoors, and who support Quakers' commitment to truth, equality, simplicity, peace and sustainability. Income from lettings helps us to maintain our buildings and contributes to the running costs of the work of Quakers in Britain.

Proper use of Quaker premises

We do not accept bookings from secular or religious organisations with whose principles and practices we might not be in sympathy. In particular, hirers are expected not to advocate, in any circumstances, for the use of violence. We also continue to bear testimony against gambling in any form.

Because we are a charity we have a legal obligation to be politically independent, and we do not accept bookings from individual political parties. However, non-partisan meetings such as hustings may be considered.

Our Quaker premises are alcohol-free and smoke-free environments, and we expect hirers to operate a responsible attitude towards environmental protection. Hirers should also respect other users and our neighbours by avoiding excessive noise or disruption.

Quakers are firm in their support for peaceful protest movements, but we ask that groups engaging in non-violent direct action consider carefully the possible legal implications of any activities that might be planned or carried out on Quaker premises. To protect our charitable status, we need to ensure that nothing unlawful takes place in our meeting houses.
Requests from potential hirers that raise concerns about whether they are compatible with Quaker principles and with the requirements of the Charity Commission will be referred first to the Local Meeting, and in cases of doubt, to Area Meeting trustees

Insurance
Meeting house premises are fully covered by our own insurance. However, we cannot accept responsibility for activities organised by those hiring our rooms and/or using our gardens. Hirers must ensure that their own public liability insurance provides cover for any premises or for any equipment brought onto the premises.

Safeguarding
Our lettings agreements also require that organisations and individuals hiring rooms on our premises take full responsibility for safeguarding for all their activities. Any organisation using our premises should have their own safeguarding policy which follows national good practice.

MALVERN FRIENDS MEETING HOUSE
CONDITIONS OF USE

(1) This Quaker Meeting House has been used for Quaker Meetings for Worship since 1938. We welcome hirers who value the peace and tranquility of the building and who appreciate our values.

(2) The Meeting House is a Grade 2 Listed Building situated in Malvern Conservation Area.
Hirers are asked to respect this residential area and refrain form loud noise that may disturb our neighbours.

(3) The furniture and fixtures of the Meeting House are also part of the Grade 2 Listing.We ask that you take particular care of these items especially the wooden floor in the Meeting Room itself.
No naked flames are permitted in any part of the building.
You will probably wish to move the chairs and furniture to suit your needs. Please do so with care and respect. Please leave the furniture set up as discussed with the Lettings Clerks.

(4) We respectfully remind hirers to take all normal precautions while using the Meeting House in order to ensure your responsibility for health and safety of individuals and groups using the premises during your hire period.

(5) While we understand that you may wish to use your own equipment we ask that electrical items are PAT tested. We are not responsible for any loss or damage to your own equipment. Please take all your equipment, possessions with you when you leave. We do not provide storage of equipment for hirers

(6) If you wish to provide refreshments we ask that food and drink are not taken into the Meeting Room. Please take waste bags with you.
The building is an alcohol and smoke free zone. None may be consumed on the premises and grounds.

(7) When your event has finished please ensure all windows and doors are closed and secured, all lights, ceiling fans are switched off, heaters are adjusted manually (children's room and library) are off. Please ensure the doors are locked and the front gates are closed.

(8) If you need to contact the Letting Clerks contact
Paul Wyatt 08000113219 malvernquakermeetinghouse@gmail.com
Melanie and Andrew Jameson (01684) 572466