

Religious Society of Friends (Quakers)
Quaker Meeting House, 2 Cooper Street, Stockport SK1 3DW

General Information for Hirers

Cleaning / Post

Please note that the building is not serviced every day, so we would be grateful if you could leave the room(s) clean and tidy, with the chairs and tables as you found them. As there is not a resident warden we cannot accept delivery of parcels or packets in relation to a booking.

Courses / Training / Group events

If you are running a course or group event please make sure that all attenders have the telephone number of the person in charge – the Meeting House phone number should only be used for making **bookings**.

Diary

There is a Diary on the table in the foyer giving details of bookings. If another group is in the building at the same time as yours you will need to share the kitchen.

Accessible Toilet

There is an alarm in this toilet and if extra assistance is required this can be activated. The alarm rings, and in addition a light flashes over the outside of the toilet door. This alarm can be silenced by pressing the button on the control panel at the side of the wash basin.

In Case of Fire

Please take time to familiarise yourself with the In Case of Fire notices around the building, and look for the fire exit.

Car Park

You are advised not to leave valuables inside parked cars.

Insurance

Please note that public liability is covered for the Meeting House but group leaders should be aware that our insurance does not cover their own liability.

On leaving the building

Close all windows and turn the handles downwards

If you are last in the building the key holder should

- Lock the lobby door and the glass sliding door – same key
- Ensure all radiators are on if they have been turned off
- Ensure all thermostats are at 18 degrees if they have been altered
- Turn off all lights and taps

We hope you find the building suitable for your needs. If you have any problems please contact the Warden on 0161 429 8447 or at stockport.quaker@gmail.com