

Heywood House – Important Information for your stay

- The accommodation is self catering. There is kitchen cupboard space for you to store dry goods and there are 2 fridges and a small freezer. Please remove all unused food when you leave, including from the freezer.
- You must bring a sheet and pillow case for hygiene reasons as well as sleeping bag/quilt. Towels and toiletries are also needed.
- There is a washing machine (please provide soap powder). Drying space is limited.
- Please use allocated beds at busy times.
- The cleaner (Emma) comes in to clean once a week (day varies). Please leave your bedroom floor clear for hoovering and don't leave items on the kitchen work surfaces so they can be thoroughly cleaned. The cleaner is not there to tidy up after you or to wash up!
- When going out, please remember to lock the door and leave windows on the ground floor inaccessible from outside.
- The telephone accepts incoming calls – 01229 717315 (Emergency outgoing calls only).
- Wifi is provided in accordance with the conditions of use. A copy of these and the relevant access codes are posted on the notice board in Heywood House.
- Please provide the Warden with your mobile number and email address to assist communications.
- The warden is Mary Harding. She can be contacted on 07521 701098 / heywoodhouse@rerps.co.uk

Heywood House Rules – applicable to all users, including company employees

Heywood House is only open to members of the Ravensglass and Eskdale Railway Preservation Society aged 16 and over, and who are to be able to produce their membership card as proof on request by the warden or their representative. Members aged under 16 may only stay under the supervision of a responsible adult.

No pets are permitted.

Members must be volunteering on the railway or conducting business on behalf of the railway and/or the Preservation Society for a minimum 60% of the time i.e. 4 days out of 7 and this will be monitored by the Warden. Any member seen to be abusing this facility will be asked to pay the higher rate and/or leave. Heywood House is not to be used as a permanent residence by any member, and must not be used as a primary postal address, or be quoted to any company for delivery purposes.

Members will wherever possible make a booking in good time to the Warden and be prepared to share their room at any time. Keys will be issued by the Warden or their representative, and are to be returned on departure. People who frequently use Heywood House may make a request to the Warden for their own key to be issued and this will be at the discretion of the Warden. Requests for a room to be kept for one person will be at the discretion of the Warden, and a charge for the unused bed may be made if the Warden sees fit.

Users of Heywood House must:

- Use the room allocated by the Warden, be respectful of other residents and neighbours;
- Assist to keep Heywood House secure by keeping any keys issued safe, keeping external doors locked as appropriate and preventing unwanted visitors from entering the building;
- Assist in keeping Heywood House clean and tidy, particularly your own and communal areas (e.g. do your washing up);
- Assist in keeping the drainage system working smoothly by placing rubbish and other waste in the bins provided rather than down the toilets - the drains will block if anything other than toilet paper is put down them;
- Put the rubbish outside for collection when the bin is full and/or on collection day (Friday);
- Take responsibility for recycling by taking items to the recycling centre in the village car park regularly so that volumes of recycling do not build up within the building.
- Observe the 'Quiet Times' between 2300hrs and 0800hrs;
- Report to the Warden any defects in equipment, furniture or building;
- Use services such as electricity and heating in an economic fashion i.e. turning lights off when not required;
- Report to the Warden promptly any breakages and/or damages. If wilful damage, a charge may be raised against the persons concerned for the cost of repairs/replacement at the Warden's discretion.
- Bring appropriate bedding for the stay (sheet, pillow case, sleeping bag/quilt) in order that beds are clean for future residents.

Heywood House is the property of the Ravenglass and Eskdale Railway Preservation Society and as such belongs to all the members. A considerable investment was made in Heywood House during the refurbishment of 2008/09. All persons who enter Heywood House are expected to respect the property, its furnishings and fittings. If the Warden considers that any person or persons are not abiding by these rules or are otherwise mistreating the property then, acting on behalf of the Council, the Warden has the right to:

- Request payment for damages incurred;
- Request people to leave Heywood House;
- Not accept future bookings or place conditions on future bookings.

Payment of accommodation charges will be to the Warden or their representative at the current rate that may be changed without notice by The Ravenglass and Eskdale Railway Preservation Society Council.

	Waged	Unwaged
Members – volunteering	£6.30 per night	£3.60 per night
Members – not volunteering	£12.60 per night	£7.20 per night

Note:

- All persons staying in Heywood House must first be members of the Preservation Society.
- Proof of unwaged status may be required i.e. unemployment benefit, student card etc.
- Members not volunteering on the railway will be accepted at the Warden’s discretion. At busy times priority will be given to members volunteering on the railway.
- Rates to suit special circumstances may be arranged at the discretion of the warden and will be based on the above table.

The Ravenglass and Eskdale Railway Preservation Society does not accept any responsibility for the loss or damage of any belongings in Heywood House. As such the resident is encouraged to take out their own belongings insurance.

Residents of Heywood House agree to their details being held on a database.

Heywood House Rules - applicable to Company employees only

- Extended stays (of more than 1 week) by Company employees, irrespective of number of days worked per week, will be considered following a written request to Council, ideally no less than 4 weeks prior to the intended entry date.
- An exit date must be stated and adhered to, unless a further written request is made for an extension.
- Except in specifically pre-agreed cases between the Company and Society, no Company employee may stay longer than 4 consecutive weeks and may not return within 1 week.
- Company employees will be required to become members of the Society and will be charged at the ‘Members – not volunteering’ rate (see below) for the duration of their stay, irrespective of the numbers of days paid work for the Company per week.
- Rent must be paid to the Warden at the agreed frequency and time. If not paid, the Company will pay on behalf of the individual and recover payment from the employee.