



Terms and conditions for community

For more information about The Salisbury Centre and our ethos [click here](#)

Access

For access information including physical accessibility and travel information please [click here](#). For further information please email office@salisburycentre.org

Right of Admission

The Trustees and appointed staff of The Salisbury Centre reserve the right to refuse entrance to individuals or request them to vacate the premises if their conduct is considered disruptive, disrespectful, or wilfully in breach of our conditions of use, or if they are found to be intoxicated. This applies to Room Hirers, their groups or clients, or any other member of the public.

For **Fire and Health and Safety** information please [click here](#)

Building Information

Noise

The Salisbury Centre is a spiritual centre offering a tranquil place for groups of various denominations to practice meditation and devotion. To maintain a peaceful setting, we ask that all users of the Centre respect our request for silence in the public areas.

Please ask you keep quiet in the entrance hall, corridors, and stairwell, so as to not disturb others using the centre. If you are in the Kitchen or Garden, please be mindful of other activities in the Studio, Library or Garden Room.

Room hirers are within their rights to ask other users to be quiet in a respectful manner.

WiFi

Access to The Salisbury Centre's broadband service is free to all users. We cannot guarantee reliable connection or signal and cannot be held responsible for any outages or patchy service.

The WiFi password is SaLiSwifl. It can also be located on the noticeboard in the foyer and kitchen.



GDPR / How we use your Personal Information

All personal information provided when hiring a room is stored electronically in our system with access provided only to office staff. As a rule, we avoid storing paper copies of any document. The few documents we hold are stored in a locked cabinet which is accessed only by the manager.

Damage and maintenance

Any damage or maintenance issues should be reported to the office in person or on office@salisburycentre.org immediately. We would expect any damage done by people or animals connected to a room hire to be paid for by the room hirer and we operate an honesty policy in this respect.

Kitchen

The centre kitchen is available to be used by all users of the centre. Coffee, tea, and oat milk are available, and donations are most welcome.

No alcohol is allowed on the premises including the Garden. For ethical, ecological, and spiritual reasons, many centre users, residents and team members are vegetarian or vegan. For some this is a deeply held belief and important to their ability to feel comfortable and/or create a sacred space for their spiritual practice. We ask that all attending the centre please be sensitive to these considerations, as well as ecological sustainability of animal products and food packaging, when deciding what food to bring to the centre. For health and safety reasons, as well as for the comfort of all centre users, no meat or fish is to be cooked or prepared on the premises. If you have any further questions or want to check who else is using the Centre at the same time, please contact the office.

Eating in rooms

If you serve refreshments in any room, please take care to clean all surfaces afterwards.

Please refrain from serving hot food or food with strong smells (e.g. fish) in any rooms other than the kitchen. When you leave, please ensure the room is free from any food smells.

All dishes should be returned to the kitchen and cleaned. We ask you to use the dishwasher (rather than hand washing) for all items possible— this is for



hygiene and water saving reasons. If you must hand wash – say pots and pans – please dry and put the items away. Please do not leave things stacked on the surface by the sink. After making a hot drink, please do not leave used spoons on the surface. Pop them in the dishwasher right below. Please put tea bags in the compost bin. Use of the kitchen equipment is at your own risk. Electrical or gas appliances should not be left on unattended. If you use the urn, please unplug, and empty it at the end of your session. Do not unplug the fridge.

No foodstuff may be left in any rooms other than the kitchen cupboards and refrigerator. Labels are available in the kitchen to label fridge items.

All rubbish must be put into the appropriate bins as labelled in the kitchen. Please pay attention to the instructions on the various refuse bins. These are in accordance with the City of Edinburgh Council's refuse removal and recycling services, and everyone is therefore required to adhere to them. If you find a bin full, particularly over the weekend when the Centre isn't staffed, you may wish to assist by taking the full bin outside to the bins in the front garden. If you find a bin full, particularly over the weekend when the Centre isn't staffed, you may wish to assist by taking the full bin outside to the bins in the front garden. New bin bags and dish washer tablets can be found under the sink.

Garden

All individuals using The Salisbury Centre enjoy equal shared access to the rear garden. Please respect the privacy and peace of others using the Library or Garden Room when accessing the rear garden. When in the rear garden please respect the privacy and peace of our neighbours and other users of the garden as well as those in the building. When you access the garden, please ensure you shut both back doors (bolt the outer and double lock the inner) when you come in. The back door poses a security risk to all. If others are still using the garden when you come in, it is their responsibility to lock up, but you should inform them that you are leaving.

Smoking/Alcohol

Smoking (including vaporisers and electronic cigarettes) and alcohol consumption are not permitted anywhere on the premises, including the garden.



Children and Animals

The Salisbury Centre is open to all beings. Please take responsibility for ensuring that your children (and animals) treat the centre, including the garden and plants, with respect, and do not leave them unsupervised at any time as there is a pond, tools, chemicals, badly behaved animals must be taken away immediately.

Room Furnishing

Please do not move chairs, tables, cushions, blankets, bells, clocks, whiteboards, etc. between rooms.

Please do not place furniture or any other large objects in corridors or on staircases, as this blocks fire exit routes and is a trip hazard.

Fire extinguishers may not be moved from their positions under any circumstances other than a fire – in other words, please do not use fire extinguishers as door stops. Fire doors must be kept always **closed**.

Equipment and materials

Tables & chairs

The studio and the art room are provided with foldable plastic tables (to be found on top of the stairs leading to the studio and in the art room annex).

Please make sure to fold them back in their place after use. Chairs are available in all rooms.

Yoga mats & meditation cushions

Yoga mats are provided in the studio and the art room. Facilitators are responsible for making sure the mats swiped clean if needed, rolled up and stored away at the end of their class.

Blankets

Blankets are available in all rooms. We request that you please put them away neatly after use.

Fire

The fire pit is only to be used when permission is given by a member of staff or if there is a private event how have booked it.



Candles

Candles may only be used in glass tea light holders or on a glass, ceramic, or metal base. Tea light holders are provided in all rooms. Candles that could drip wax onto surfaces must not be used. Please exercise extreme caution with the placement of candles to ensure that they are not below or close to items that might catch fire (such as curtains, dried flowers, paper, soft furnishings, blankets).

Please do not under any circumstances leave any candles burning unattended, as this is a fire hazard. Always snuff candles before you leave a room, even if only for a short break. Please do not carry around candles that are burning or while the wax is still runny, to prevent wax spills that are difficult to clean.

Troubleshooting

In the unlikely event of power sockets or lights 'tripping', you should be able to reset the switch on the main board which is located in a built-in cupboard in the entrance hall, to the right of the inner front door.

Storage & Lost Property

The Salisbury Centre does not provide a storage facility. Centre users Room not permitted to leave any personal effects or equipment anywhere on the premises out with the times they are in the centre.

The Salisbury Centre accepts no responsibility for any personal effects left anywhere on the premises.

We will keep items found for a limited time – up to 1 month.

They will then be given to a local charity or reused in the Centre if appropriate.

Contact office@salisburycentre.org

Complaints, requests, and suggestions

Should you have a complaint, request, or suggestion, please make this in writing to the Office – either by email to office@salisburycentre.org, or by leaving a message to the office at the indoor letterbox next to the Office door. Your communication will be handled and/or distributed by the administrative staff, with escalations referred the Trustees

Emergency Contacts



In case of life-threatening emergency, please refer as a priority to the emergency services calling 999.

Please, once the emergency services have been contacted, get in touch with the Salisbury Centre people to report the incident.

During opening hours, please see with the Salisbury Centre staff onsite. When outside of office hours, an emergency contact list is provided in the bottom drawer of the entrance hall cabinet.

Please contact us if you have any questions or further issues:

Main Office: 0131 667 5438

Office Administrator: 07572 684577

Centre Manager: 07765 423444