

## 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 two fridge-freezers and two microwaves. Please always remove all unused food when you leave, including from the freezer. Cutlery and crockery is provided.
- 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 bedroom.
- The cleaner comes in to clean once a week (day varies) and will clean your room in addition to the communal areas. 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 outside doors and close all windows especially on the ground floor.
- 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 do not leave valuables such as laptops visible in the kitchen.
- The Warden is Di Chase. She can be contacted on 01229 717079 or [heywoodhouse@rerps.co.uk](mailto:heywoodhouse@rerps.co.uk) or next door at Bank House Cottage.

*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 belonging's insurance.*

# Heywood House Rules

The primary purpose of Heywood House is to provide accommodation for members of the Preservation Society who are volunteering on the Ravensglass & Eskdale Railway.

If space permits, other members of the Preservation Society who are not volunteering on the railway may stay at Heywood House.

Heywood House is intended to be short term accommodation. Extended stays (of more than 2 weeks) will be considered following a written request to Council, ideally no less than 2 weeks prior to the intended entry date.

Heywood House is only open to members of the Ravensglass and Eskdale Railway Preservation Society aged 18 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 parent or responsible adult approved by their parent/guardian. Members aged between 16 and 18 may stay unaccompanied with the written consent of their parent/guardian.

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 are requested to make a booking in good time to the Warden .

Keys will be issued by the Warden or their representative, and are to be returned on departure.

No pets are permitted.

Users of Heywood House must:

- Bring appropriate bedding for the stay (sheet, pillow case, sleeping bag/quilt) in order that beds are clean for future residents;
- 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;
- 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 recycling into the relevant red- or blue-lidded bins outside, and general rubbish into the grey bin;
- 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; and closing windows when the heating is working.

- 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.

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.

All bed-night fees should either be paid by either: -

- **Cash:** please place in an envelope, with your name, in the safe on the stair's windowsill
- **Bank transfer:-**  
 Account name: Ravenglass & Eskdale Preservation Society  
 Sort code: 60-07-34  
 Account: 03965198  
 Reference: *Your surname*, Heywood
- **Zettle** (contactless card, or on-line payment): please ask Di Chase (dianachase99@hotmail.com)

Please e-mail heywoodhouse@rerps.co.uk to confirm payment.

<b>RERPS Members</b>	<b>Students</b>	<b>Non-students</b>
	<b>Fee per member per night</b>	
Volunteering on RER	<b>£ 11</b>	<b>£ 17.50</b>
Not volunteering	<i>From</i> <b>£ 26 *</b>	

\* This reflects the purpose of Heywood House in providing short-term accommodation for members volunteering on the railway.

**Note:**

- All persons staying in Heywood House must first be members of the Ravenglass & Eskdale Railway Preservation Society.
- Proof of student status may be required i.e. 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.
- Residents & Users of Heywood House agree to their details being held on a database. (adhering to GDPR rules).