**Sanctuary Everywhere Room Donation Form**

**Donations for letting meeting room space free of charge**

Any Leeds Quaker Meeting wishing to donate space to a groups working with asylum seekers and refugees or on racial justice can fill in the form below. This form should be sent to Tracey Martin (trracey@live.com ) and Keith Mollison (firstseason@btinternet.com ), the Area Meeting Sanctuary Everywhere representatives. This allows us to monitor usage and report to Friends House on Sanctuary Everywhere activities taking place in Leeds Area Meeting.

Provided the event meets the criteria below and funds allow, the request will be forwarded to the Grants Sub-committee, who will reimburse the meeting for the cost of the use of the space.

Criteria for donation

* The organisation or group is working with asylum seekers and refugees or on racial justice
* The event involves asylum seekers and refugees or is an opportunity for general public (including Quakers) to learn more, gain skills or take action related to the three Sanctuary Everywhere commitments

**Local meeting Sanctuary Everywhere activities**

If any local meeting would like to organise their own activity or support a racial justice/asylum seekers and refugees organisation to do so – either a one off event or a something more regular – you can also apply for a grant. Please do let us know. You will need to fill in an [LAQM Grant Form](http://www.leedsquakers.org.uk/index.php?section=activities&page=_trustees) and submit your application for funding to laqmgrants@gmail.com.

**Sanctuary Everywhere Room Donation Form**

.........................................Meeting House requesting reimbursement

Date...........................

Organisation: ......................................................................................................

Contact Name: ....................................................................................................

Phone: .................................................................................................................

Email: ........................................................................................................

Event: ..................................................................................................................

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Date of Room Booking: ....................................Times: ........................................

Cost of Room Hire: ................................