

### Policy on the Use and Hire of Supported Living Community Rooms

#### **Purpose of this Policy and associated Hire Conditions and Booking Form**

Derby Homes has introduced a policy and associated hire conditions and booking form in order to formalise existing arrangements for the use and hire of supported living community rooms. At times, a variety of community groups and organisations ask us for permission to use the community rooms on supported living schemes. This policy clarifies the formal written permission that must be obtained as well as the separate conditions of hire or responsibilities and charges any such group must agree to prior to using any of our common rooms.

#### **General Principles**

The facility of a community room is a great asset to a supported living scheme. Maximum use should be made of all our community rooms.

Support Officers and Derby Homes Facilities Coordinator will encourage tenants and service users to get involved with a variety of social events and activities at community rooms. Where possible, or appropriate, these events should be made available to tenants from other schemes and to the wider community.

Tenants living in supported living schemes should see the community room as an extension of their own homes. Tenants should be able to gain access to the room when it is not being used for activities. If required, keys or fobs may be issued to named tenants. Not all tenants want the responsibility of holding keys, so it may often be appropriate to have agreed key holders in the scheme. Key holders will also need to know the alarm code. A record of all key holders will be kept.

Supported living tenants may use the community room, free of charge, for a private function, such as a birthday party, provided that the room is not pre-booked. Functions should be held at a reasonable time, so that people living close to the community room are disturbed as little as possible.

Individuals or groups using the community room must undertake to leave the community room and kitchen clean and tidy. All rubbish should be bagged up and disposed of. If furniture has been moved it should be put back. Breakages should be reported to the Facilities Co-ordinator or the Local Housing Office and will need to be paid for.

#### **Community Room Diary**

Derby Homes Facilities Co-ordinator and Team Clerk keep a centralised community room diary and make sure that each room's up-to-date timetable of block bookings is posted up at each room's Notice board for tenants' information. This clearly shows all times that the room is in use for activities, meetings or by external groups. The Facilities Coordinator will make sure that all tenants know

how to make a new booking and know what the local access arrangements are, for example, know who are the local key-holders.

### **Use of Community Room by External Groups**

To ensure maximum use is made of community rooms, appropriate external groups should be encouraged to use the rooms when activities are not taking place.

“Appropriate” groups are generally organisations that bring members of the community together for a common purpose. Groups may want to book a regular block basis or on a one-off basis.

If tenants are approached by a particular individual, group or organisation to make a new booking, they will be encouraged to contact Derby Homes Communal Facilities Co-ordinator, Ruth Holland, by telephoning 01332 711067 to decide if it is appropriate for them to use a particular common room.

As a ‘rule of thumb’, all external groups using the community room should offer activities that local supported living tenants would want to join and any external group leaders should ensure supported living scheme tenants are made welcome and offered opportunities to join in.

### **Booking and Access to Community Rooms**

Priority will usually be given to bookings for local supported living tenant-led activities.

All bookings must be on the separate official signed booking form.

Access arrangements will need to be made with those booking the room. This will involve issuing keys/ fobs/ alarm codes from either Cardinal Square (through the Supported Living Team clerk on Tel 711067) or via the local housing office.

### **Charging Structure for Community Rooms**

Hirers will usually be responsible for paying Derby Homes' common room hire charge. Derby Homes' Communal Facilities Co-ordinator is responsible for making the final decision on which charge applies to individual hirer applicants. The **charges** apply as follows:

- a) **Free of charge to any 'internal customers'**, i.e. supported living tenant groups' social activities – such as coffee mornings, wedding or birthday parties, funerals as well as Derby Homes staff meetings, and Derby City Council staff meetings.
- b) **£10 per session** (morning, afternoon or evening) **for charitable or grant-funded groups**. This fee may be **waived** where evidence is provided to show that a minimum 50% of the group users are local supported living tenants and service users. Social services' satellite older persons' day centres, will continue to be charged £20 per session on the basis that they cross both morning and afternoon sessions.
- c) **£30 per session** (morning, afternoon or evening) **for any private, profit-making company or other organisation**. For example, if a private group or business hires a room all morning and afternoon they will be charged £60.

Where a payment is required this will be arranged with Derby Homes Business Processing Team at Cardinal Square on 01332 711029, who will raise an invoice. This **must be paid in advance** of room hire.

Full details about hire conditions and payment arrangements are detailed in the separate Common Room Hire conditions and Booking Form document.

### **Motorised scooters**

Community rooms cannot usually be used for storing motorised scooters. This is because they are a potential risk to health and safety and may block access to emergency/fire exits. Individual permission may occasionally be made for tenants who live on-site by special agreement with the local housing office.

### Derby Homes Common Room Hire Conditions, Agreement and Booking Form (Draft)

#### Explanation

In these conditions:

**“Hirer” means the person signing the acceptance of these conditions below as well as any group or organisation that they represent.**

**“Derby Homes”** means Derby Homes Ltd.

These conditions form an agreement between Derby Homes and the Hirer. The person signing the acceptance agrees that they are personally responsible for complying with these conditions.

**All bookings must be on this official signed booking form.**

Priority will usually be given to bookings for local supported living tenant-led activities.

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#### Detailed Hire Conditions

If the Hirer fails to comply with any of these conditions, Derby Homes will give one working weeks' notice to the Hirer of termination of the booking.

1. All payments due for the use of a common room must be paid **before** the common room is used. Either side needs to give 5 working days' notice of

cancellation. The full charge will remain payable if less than 5 working days' notice of cancellation is given.

2. **Block bookings** can be made for a period **up to 26 weeks**. Block bookings can be terminated by one week's notice on either side. Re-application for a block booking should be made at least seven days before the expiry of the current booking.

**3. The Hirer agrees to:**

- a) Inform everyone using the room of fire procedures by pointing out where the clearly signed/labelled fire exits, fire extinguishers and first aid kit are located.
- b) End the function by 9pm and vacate the premises by 10pm (to allow time for cleaning/tidying up) and not arrive before 8.30am so as not to disturb neighbouring residents.
- c) Report any damage to the building, furniture or equipment, which occurs during the period that the room is hired
- d) Pay in full for any damage caused to the building, furniture or equipment which occurs during the period that the room is hired
- e) Keep the key in a secure place. Return the key at a pre-agreed time to a designated member of Derby Homes' staff.
- f) Ensure that the building is secure before vacating the premises. This includes checking that all windows and doors are secure and that the alarm is set before leaving the premises. Alarm instructions will be available on site.
- g) Ensure that lighting is kept to a level that is reasonable for safety
- h) Obtain permission from Derby Homes before any electrical equipment is brought onto the premises.
- i) Ensure that noise is kept to a reasonable level at all times so that it does not cause a nuisance to neighbouring residents
- j) Leave the common room and kitchen in the same clean and tidy order as at the start of hiring. This includes washing up, drying and putting away any crockery / equipment used. Furniture - in particular any chairs and tables - should be returned to their original position.
- k) Ensure that no decorations (internal or external) are put up without prior authorisation of Derby Homes.
- l) Ensure that no nails, screws, drawing pins or other fittings are driven or fixed into or on any part of the premises. Re-usable clean adhesive may be permitted.
- m) Leave the premises by the end of the agreed booking time.
- n) Send a copy of any advertising material to Derby Homes before an event is publicised.
- o) Ensure that illegal drugs are not used on the premises.

**4. The Hirer shall:**

- a) Obtain any necessary permission from the owners of copyright in musical, dramatic, literary and other works as required by the Copyright

Act 1956 and indemnify Derby Homes in respect of any infringements of such copyright.

- b) Ensure that the Performing Rights Society Limited is sent a list of musical works, whether publicised or in manuscript, performed at the premises, where there is an admission charge.
  - c) Secure a licence in accordance with the Theatres Act 1968 if any play is to be performed.
  - d) Ensure that no gambling takes place on the premises and that the appropriate licensing, betting and gambling legislation is complied with.
  - e) Ensure that no alcohol is sold on the premises.
  - f) Take all reasonable safety measures in relation to the hire and use of the premises
  - g) Ensure that all persons attending the event use the premises, facilities and equipment in a safe and proper manner having regard to any relevant regulations or guidance.
5. Derby Homes does not accept any **liability** for death or injury to any person or any loss of or damage to property arising out of this letting or the use of the premises, except where the death, injury, loss or damage is as a result of
- Negligence by Derby Homes, its staff or agents
  - Breach by Derby Homes of any of its statutory or contractual obligations
6. **The Hirer shall indemnify Derby Homes** against all actions, proceedings, claims and demands brought or made against Derby Homes in respect of any death or injury to any person or any loss of or damage to property arising out of this letting or the use of the premises, except where the death, injury, loss or damage is as a result of
- Negligence by Derby Homes, its staff or agents
  - Breach by Derby Homes of any of its statutory or contractual obligations
7. **The Hirer agrees to reimburse Derby Homes** for false alarm security charges, and any additional cleaning or the cost of repair of any damage that may occur during the period of hiring.
8. **Derby Homes reserves the right to dispose of any property left** at the premises after the hiring which remains unclaimed within 28 days.
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# Signed Acceptance of Hiring Conditions and Booking Form



I have read and fully understand the Booking Conditions: *tick box to confirm*

**I understand that I am personally responsible for complying with all these Hire Conditions as well as the organisation I represent.**

Reason for this Booking (type of social event/activity/meeting): \_\_\_\_\_

Name of Common Room to be hired: \_\_\_\_\_

Date/s room booked: \_\_\_\_\_

Time/s room booked (start and finish time/s): \_\_\_\_\_

Hirer's full name (please print): \_\_\_\_\_

Hirer's signature: \_\_\_\_\_

Hirer's title/position, e.g. 'secretary': \_\_\_\_\_

Hirer's address, OR the name and address of the Organisation or Group you represent, if applicable:

\_\_\_\_\_

Hirer/s Contact Telephone Number/s: \_\_\_\_\_

Hirer's email address: \_\_\_\_\_

**Name and signature of a witness to this agreement (a member of Derby Homes staff, such as Communal Facilities Co-ordinator):**

\_\_\_\_\_

Date Agreement Form completed and signed: \_\_\_\_\_

Date Agreement Form due to be reviewed (every 6 months): \_\_\_\_\_

Completed Forms should be returned to:

Supported Living Team Clerk, Derby Homes, Cardinal Square, 10 Nottingham Rd, Derby DE1 3QT. Telephone: 711067. Or by email to:

[pauline.tomlinson@derbyhomes.org](mailto:pauline.tomlinson@derbyhomes.org)

Further copies of this document can be obtained off Derby Homes' website  
[www.derbyhomes.org](http://www.derbyhomes.org)

*Reminder: A new booking form must be completed every 26 weeks for all repeat/block bookings.*