



## APPENDIX A

### Communal facilities use and charging policy

#### Background

South Cambridgeshire District Council (SCDC) manages 41 communal buildings located on Sheltered Housing schemes throughout the district.

In July 2012 variable service charging was introduced for tenants of sheltered housing to bring them in line with leaseholders. All tenants and leaseholders of sheltered housing are now paying the actual costs for the communal facilities. The housing portfolio holder in February 2012 approved the move to regularise charges for the use of communal rooms to outside groups.

The monies from the communal facilities hire charge received from 1 October 2014 will show as income against each communal facilities service charge and therefore will reduce service charges to all tenants and leaseholders at that scheme.

#### Objective

The objective is to ensure that SCDC adopts a consistent, fair and transparent approach in the way it manages the use of the communal facilities.

#### Communal facilities can be used by:

- Tenants or leaseholders of sheltered housing
- Older people living in the wider community
- Outside agencies wishing to provide a service to residents living on that scheme
- External bodies not providing a service to sheltered housing residents
- SCDC staff
- Tenant participation group
- Emergency Rest Centres

#### Charges for communal room use

- Any group where all or most attendees are residents and are from that individual scheme no charge
- All external groups and businesses will be required to pay £5 per hour
- Groups where the majority of attendees are residents from the community will be required to pay £5 per hour



## Hire and Payment

- Contact the Sheltered Estate Officer for that scheme
- The hirer is responsible for letting the Sheltered Estate Officer know of any changes to your use of the hall
- Payment can be made via invoice, direct debit, cheque or cash

## Condition of use of communal rooms

- No smoking throughout the building
- Hirer/user agrees to take full responsibility for the safety of occupants, to take notice of the placements of fire exits and fire extinguishers.
- Hirer to ensure that the number of people attending any one event does not exceed the maximum recommended for that scheme.
- Hirer/user agrees to adhere to Food Hygiene guidelines.
- No animals allowed in the building except for Guide dogs and Support dogs
- Food and Drink provision are the responsibility of user of the facility.
- Where the user plans to sell alcoholic beverages, a license must be obtained and a copy must be given to SCDC prior to the event taking place. (Please contact Environmental and Health Services. Information can be found on the South Cambridgeshire District Council web site or telephone 03450 450 500)
- Use of the kitchen and kitchenware are permitted, any breakages will be charged for and users are responsible for cleaning after use. In the event that this does not take place, a recharge will be made at current market cost to cover this service.
- All individuals using the communal facilities are to keep the external area accessible for Emergency Vehicles
- All pull-cords that are located within the communal areas are for emergency use only
- Ensure all doors and windows are closed and locked, and that lights are switched off after use.
- All functions will normally be required to end by 11.00pm, the sheltered estate officer responsible for the facility will confirm these times which will vary from scheme to scheme.
- Keys should be returned as arranged.
- South Cambridgeshire District Council will not accept responsibility for any damage or loss of property.

## Cancellation policy

There is no formal cancellation policy; however we would ask that hirers of the room give the sheltered estate officer as much notice as possible if they wish to cancel an event.



## **Liability Insurance** (appendix 1)

## **Risk assessments** (appendix 2)

SCDC carries out regular risk assessments for activities in Communal rooms (this can be found on communal room lobby notice board)

Please make sure that you read and comply with the risk assessments

If you undertake any activity not covered by this assessment please discuss this with the Sheltered Estate Officer.

## **Food and drink** (See appendix 3 for comprehensive information)

- Any tea, coffee, cakes, fish and chips (bought in) do not require the person organising to be registered with South Cambridgeshire District council
- Any persons cooking hot food less than once a month does not need to be registered with SCDC
- Any person cooking regularly once a month or more on any scheme will need to be registered with SCDC and hold a current food hygiene certificate.

## **The Supported Housing manager reserves the right to:**

- Exempt a social activity from charge where it could be detrimental to resident's wellbeing or welfare.
- Decline any request to hire the communal lounge in the event that the use is deemed inappropriate.

Organisers/ hirers of the communal facility will be responsible for the safety of occupants. Having taken note of the placement of fire exits and fire extinguishers and will instruct the group accordingly.

I/We undertake to ensure that the following rules are adhered to:

No smoking throughout the building.

No animals allowed in the building except guide or support dogs.

The premises should be left in a clean and tidy condition.

I/We agree to ensure that all food hygiene, health and safety, and any other appropriate legislation is adhered to.

I/We understand that I/we will be responsible for any damage or loss of property and that

**Tenants and leaseholders who reside in a sheltered housing property will always have priority over other bookings for the communal room, however reasonable notice would be required**



Appendix 1 Liability Insurance

Appendix 2 Risk assessments

Appendix 3 food and hygiene

Appendix 4 room booking form