

Sutton Housing Partnership Limited

## Communal Lounge Policy

Company Registration Number: 05589014

### *OUR VISION*

“By listening to and involving our residents and others, Sutton Housing Partnership will create and maintain **neighbourhoods where people feel at home**”



## Communal Lounge Policy

<p><b>Policy statement</b></p>	<p>Sutton Housing Partnership manages a number of communal lounges situated within several Sheltered Housing Schemes on behalf of London Borough of Sutton.</p> <p>Sutton Housing Partnership intends that the communal lounge policy will provide :</p> <ul style="list-style-type: none"> <li>• Fair and Transparent guidance as to how communal lounges will be managed.</li> <li>• Identify the priority by which the communal lounge will be used.</li> <li>• Clear guidance on the facilities and provisions for all communal lounge users.</li> </ul>
<p><b>Objectives</b></p>	<p>The objective of the policy is to ensure that Sutton Housing Partnership adopts a consistent, fair and transparent approach in the way it deals with the use of the communal lounge.</p>
<p><b>Scope</b></p>	<p>This document explains how Sutton Housing Partnership will manage communal lounges that are situated amongst several Sheltered Housing Schemes.</p> <p>Communal lounges are for the use of the residents at Schemes within which they are situated and also for outside agencies wishing to provide a service to Sheltered Housing residents, and other older people living in the wider community.</p> <p>Hire of the communal lounge can, under certain circumstances be provided for Sheltered Housing Residents holding private functions and external agencies not providing a service to Sheltered Housing residents. LBS staff and SHP staff meetings may also be held within communal lounges but will also be subject to charging unless the activity planned is of direct benefit to tenants of the scheme (e.g. resident meetings).</p>
<p><b>Definitions</b></p>	<p>Sutton Housing Partnership has defined communal lounges as communal rooms that are available for hire by Sheltered housing residents and external agencies for a nominal fee. This definition excludes Guest Rooms and Offices for which separate policies have been developed.</p>
<p><b>Acceptable use of communal rooms</b></p>	<p>Communal lounges can be accessed by a range of groups or individuals and should wherever possible benefit older people living within the wider community, and encourage social inclusion</p>

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	<ul style="list-style-type: none"> <li>• Sheltered Housing residents holding communal activities.</li> <li>• Sheltered Housing residents meetings.</li> <li>• External Agencies holding informative events for Sheltered Housing residents information.</li> <li>• Sutton Housing Partnership, Sheltered Housing Management meetings.</li> <li>• External Agencies wishing use of communal lounge and not being directed to Sheltered Housing residents.</li> <li>• Sheltered Housing residents wishing to use the communal lounge for a private function.</li> </ul>
<p><b>Charges for communal room use</b></p>	<p>If the use of the room is to enable an activity to which all residents are invited, no charge will be made. This will include activities open to all but limited by capacity (e.g. an activity where provision is made for 10 people and allocation of places is purely based on 'first come first served' etc.).</p> <p>Where the use of the facility is not open to <b>all residents</b> within the scheme a nominal charge will be made for the use of the facility. All such proceeds will be paid to the residents fund for use by the residents to either improve facilities or enable activities for the benefit of residents.</p> <p>Up to date details of these charges are included within the 'Communal Lounge Price List Guide'.</p>
<p><b>Condition of use of communal rooms</b></p>	<p>Conditions related to the use of the communal lounge:</p> <ul style="list-style-type: none"> <li>• Food and Drink provision are the responsibility of the hirer or user of the facility.</li> <li>• Where the hirer / user plans to sell alcoholic beverages, a license must be obtained and a copy of the same must be given to SHP prior to the event taking place.</li> <li>• External Agencies are required to complete their own Risk Assessment prior to using the communal lounge and are to submit a copy to Sutton Housing Partnership no less than 7 days prior to the event. SHP reserve the right to decline any request to hire in the event that this condition is not met appropriately.</li> <li>• Use of the kitchen and Kitchenware are permitted but, users</li> </ul>

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	<p>are responsible for clearing area after use as there is no on-site cleaning provision. In the event that this does not take place, a recharge will be made at current market cost to cover this service.</p> <ul style="list-style-type: none"><li>• Bookings for the use of communal lounge can be made with SHO.</li><li>• Communal lounge charges are to be paid at the time of booking to the SHO and a written receipt will be given.</li><li>• Access to the communal lounge prior to the event / activity can also be arranged with SHO by arrangement.</li><li>• All individuals using the communal lounge are to keep the external area accessible for 'Emergency Vehicles' and Sheltered Housing residents have priority to parking spaces.</li><li>• All pull-cords that are located within the communal areas are for emergency use only.</li><li>• Ensure all doors and windows are closed and locked, and that lights are switched off after use.</li><li>• All functions will normally be required to end by 10.00-11.00pm, the SHO responsible for the facility will confirm these times which will vary from scheme to scheme.</li></ul>
<b>Equality and Diversity</b>	The policy and associated procedures will apply to all, regardless of race, religion, colour, national origin, culture, class, gender, age, sexual orientation, marital status, or disability.
<b>Related Documents</b>	The following documents are available to support this Policy: <ul style="list-style-type: none"><li>• SHO Procedure Guide</li><li>• Communal Lounge Price List Guide.</li></ul>