

## Women's Pioneer Housing

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Related corporate policy objectives	Corporate policy objectives 1 and 2

### 1. Introduction

- 1.1. WPH have 5 Older Women Independent Living Schemes and each have a communal lounge.
- 1.2. The aim of the policy is to ensure:
  - 1.2.1. Safe use of communal lounges
  - 1.2.2. Communal lounges are used in the best way to benefit, tenants, staff and visitors
  - 1.2.3. Funds from charges received are used to benefit the tenants at the respective scheme

### 2. The Policy

- 2.1. The communal lounge is managed by the Scheme Manager and all bookings are made and monitored by this manager.
- 2.2. The lounge is to be used for a variety of activities agreed by the scheme manager and examples of these are as follows:
  - Coffee mornings
  - Family visits
  - Celebrations
  - Meetings
  - Events
  - Physical Fitness
- 2.3. Any person booking the communal lounge will have the opportunity to view the space ahead of committing to the booking with a time agreed with the scheme manager.

- 2.4. On booking the communal lounge, the responsibility is on the person booking the space to review it before their event and to raise/report any damage or issues they find prior to their event. These should be raised with the scheme manager.
- 2.5. The event organiser is responsible for carrying out a risk assessment for their activity, which must be shared with the Scheme Manager ahead of the event.
- 2.6. The communal lounges can be hired for activities hosted by the organisation and external agencies and must be left in good condition following the event as a cost could be incurred or bookings refused in the future
- 2.7. Bookings can be cancelled or amended at short notice if the room is needed by Women's Pioneer Housing and notice of this will be given in advance where possible.
- 2.8. Tenant may wish to hold a family function but the lounge is a communal area and WPH will not be able to monitor access of other residents and prohibit their access.
- 2.9. Alcohol can be consumed but not sold on the premises
- 2.10. Personal items belonging to the user must not be left in the communal lounge and will be disposed of without notice within 5 working days (if a fire risk immediately without notice)
- 2.11. A clear notice will be displayed in all common rooms of the evacuation procedure in the event of an emergency and users must be advised of this at the time of booking by the Scheme Manager along with the capacity for each lounge.
- 2.12. Smoking is not permitted by law in the communal lounge or any internal common areas
- 2.13. Calor gas or paraffin heaters are not permitted in the common rooms and the use of barbeques are prohibited in the surrounding communal external areas

### **3. Charges for Common Room Use**

- 3.1. Any funds raised will be used to offset the services charges paid by tenants at the relevant property where the function is held
- 3.2. There will be no charge for a Charitable Organisation defined by the Charity Commission and the Scheme Manager will request proof of this
- 3.3. Other Organisations (e.g. Language Classes) will be charged £15 per hour
- 3.4. WPH will only approve activities that are beneficial to the tenants at the scheme

- 3.5. Where possible and while WPH will try to avoid this, on occasions we may need to cancel pre-booked paid event arranged in the communal lounge and if so, there will be a full refund within 14 days of cancellation
- 3.6. In the event an organisation cancels their booking, the request must be made at least 7 days before the event, otherwise the cost will not be refundable

#### **4. Governance**

- 4.1. The Scheme Managers will have control of the common room bookings, cancellations and if necessary requesting refunds from the finance team with the Housing Inclusion Manager support and input as required. The Director of Housing has overall responsibility for this policy.

#### **5. Equality and Diversity**

- 5.1. WPH will ensure that this policy is applied fairly and consistently. We will not directly or indirectly discriminate against any person or group of people in line with our Equality and Diversity Policy. We will act sensitively towards the diverse needs of individuals and communities and will take positive action or make reasonable adjustments where appropriate.