

## **COMMUNITY ROOM REVIEW**

Report of the Director of Housing and Customer Services

### **1. SUMMARY**

This report updates the City Board on the ongoing work to reduce costs in community rooms across the City. This includes reviews and proposals in respect of under-utilised community rooms, the Use and Hire of Community Rooms Policy and the purchase of television licences for community rooms.

### **2. RECOMMENDATION**

The City Board is asked to agree:

1. the proposals to convert community rooms at Slindon Croft and Garsdale Court to accommodation suitable for elderly or disabled tenants, subject to the Council 's approval, and to note progress in encouraging greater use of the community rooms as detailed in paragraphs 3.21 - 3.27.
2. the withdrawal of television licences at selected community rooms.
3. the changes highlighted in the Use of Hire and Community Rooms policy.

### **3. MATTER FOR CONSIDERATION**

- 3.1 Derby Homes manages 25 community rooms which are located within sheltered housing schemes. The schemes are primarily for older people and people with disabilities. The community rooms are used to varying degrees by local residents for community activities such as coffee mornings, lunch clubs and bingo. Services are also provided by other agencies like Social Care to our residents and the wider community.
- 3.2 The residents of housing schemes with a community room pay 68p a week as an element of the rent.
- 3.3 There has always been a disparity in the levels of use in the community rooms, both by the residents and external agencies which the Community Initiatives Team has attempted to address since April 2009.
- 3.4 Whilst we have seen almost a 40% increase overall in the numbers of residents attending social activities there are still a number of community rooms which are significantly under-utilised.
- 3.5 The Executive Team made recommendations to the City Board in June 2011 regarding the top ten most under-utilised rooms. It was proposed that some of the rooms be considered for conversion to accommodation. These proposals were subject to consultation with the Supported Housing Offering Unity and Trust

Group (SHOUT) and local residents.

- 3.6 Derby Homes has carried out consultation events at the community rooms that were highlighted as having the potential to be converted into accommodation.
- 3.7 The SHOUT group created and sent out a questionnaire to all tenants that contribute towards the cost of the room and collated the results independently of Derby Homes (Appendix 1).
- 3.8 SHOUT and Derby Association of Community Partners (DACP) were represented at each consultation event. Items discussed included income and outgoings for each room (Appendix 2), current financial restraints on Derby Homes, current usage at each room, what has been done to increase activities and tenant s'views about the future of the rooms. The SHOUT representative also read out the results of the questionnaires.
- 3.9 At its meeting in October 2011, it was recommended that the City Board continued to support and monitor the growth of new activities at Oakleigh Avenue, Slindon Croft and Garsdale Court and to retain the current use of the community room at Humber Close.
- 3.10 At the end of the monitoring period, the following community rooms are proposed to be considered for conversion to accommodation.
- 3.11 **Garsdale Court** – The number of activities taking place remains at 2 covering a total of 2 hours per week. There has been no interest shown by residents to increase the number of activities. Both of the current activities could be accommodated at Humber Close Community Room.
- 3.12 The cost of running the room is £2,865 a year. This is covered by £1,110 income from tenants and £1,756 subsidy from Derby Homes. The cost of converting the room to accommodation has been estimated at between £7,000 and £9,000. The property could be converted in to a two bedroom property to suit a disabled person.
- 3.13 Closure of the room would create an immediate saving to tenants of 68p a week and to Derby Homes of £1,756 a year. If the conversion cost £9,000 and the rent charged was £80 a week (rent charge of similar two bedroom property in that area), the cost of the conversion would be recouped in just over 2 years.

Proposal – To convert the room to a desirable accommodation and to cease charging tenants from the agreed closure date.

- 3.14 **Slindon Croft, Alvaston** – Some residents at Slindon Croft have been very proactive in encouraging use of the community room. However, there has been little interest shown in any activities delivered. It is counterproductive to encourage usage from outside agencies because they bring additional traffic to an area where there is already a shortage of parking facilities and residents complain that the close is too busy. There are currently 2 resident led activities and 2 activities run by the Live at Home Scheme. The resident led activities can be accommodated at Humber Close Community Room and the Live at Home Scheme can be accommodated at other community rooms within the City.

- 3.15 The cost of running the room is £2,725 a year. This is covered by £979 income from tenants and £1,746 subsidy from Derby Homes. The cost of converting the room to accommodation has been estimated at between £7,000 and £9,000. This property could be converted to a large one bedroom bungalow.
- 3.16 Closure of the room would create an immediate saving to tenants of 68p a week and to Derby Homes of £1,746 a year. If the conversion cost £9,000 and the rent charged was £71 a week (rent charge of similar one bedroom property in that area), the cost of the conversion would be recouped in 2.5 years.

Proposal – To convert the room to a desirable accommodation and to cease charging tenants from the agreed closure date.

- 3.17 **Oakleigh Avenue – Chaddesden** – Derby Homes has assisted the residents at Oakleigh Avenue by door knocking, producing/dropping leaflets and promoting the social activities that take place in the community room. They have recently set up an additional games activity on a Thursday afternoon. There is a community group currently based at Chester Green who is interested in hiring the room for a lunch club on a Monday afternoon, Derby Homes tenants will be invited to attend. In addition, Derby Homes has also spoken to external agency RETHINK who is interested in using the room once a week. Oakleigh Avenue now has 4 activities but this will increase to 6 if the other activities take off, which would be a substantial increase. A local ward Councillor has also been very supportive and has encouraged residents to become more involved in their activities.

Proposal – To continue to support residents at Oakleigh Avenue to increase and sustain activities.

- 3.18 The following is an update on the community rooms where it was highlighted that additional work was needed to increase usage.
- 3.19 **Colville Street, Ashbourne Road** – Residents consultation was carried out on 6 December 2011, 9 residents attended. It was agreed the group would restart their Bingo sessions in 2012. They also agreed they would like a coffee morning but would require a volunteer to organise this activity. RETHINK have started to use the community room once a week to deliver a wellbeing programme. Once the new Community Activities Coordinator is in post we can look at recruiting a volunteer. There are currently 2 activities a week running at the room, this is an increase of 1 on the previous report.
- 3.20 **Streatham Road, Mackworth** – There continues to be a healthy number of activities held at this room. Streatham Road now delivers 7 activities a week.
- 3.21 **Max Road – Chaddesden** – Residents consultation was carried out on 5 December 2011, 6 residents attended (4 of them attend the Friday lunch club.) It was suggested by the residents they would like to start a Bingo club but they felt they do not have enough residents to make this work. A couple of the residents were happy to join the Bingo group at Oakleigh Avenue community room. Also RETHINK is using the room once a week. Max Road now has 2 weekly activities, up by 1 on the last report.
- 3.22 We will give this a final push when the new Community Activities Coordinator is in post. However, unless significant improvements are made, we may need to revisit the viability of this room.

- 3.23 **Holly Court, Mickleover** – There continues to be a reasonable number of activities held at this room. Holly Court now delivers 4 activities a week.
- 3.24 **Slaney Close, Allenton** – There continues to be a healthy number of activities held at this room. Slaney Close now delivers 5 activities a week.
- 3.25 **Rebecca House** – Activities have substantially increased from 3 a week to 6 a week. There is now an additional lunch club, a breakfast club and a darts evening.

#### **Use of Hire and Community Room Policy** (Appendix 3)

- 3.26 The policy has recently been reviewed and the changes are highlighted in the report. The main changes are that the trial period for new groups has been reduced from 6 months to 3 months and an additional charge has been included relating to non charitable groups. These changes were discussed and agreed at the SHOUT committee in January. If the policy is agreed, all existing activities will be reviewed in line with the new policy.

Proposal – To agree the changes to the Use of Hire and Community Room Policy.

#### **Television Licences at Community Rooms** (Appendix 4)

- 3.27 During September when the digital switchover was completed we expected there to be concerns from residents who could no longer use the television sets in their community room. However, the reality of it was that very few people used the televisions so did not raise concerns. Where it was identified that residents used the television sets, digital boxes were provided. In addition to this, during the recent community room consultations a couple of residents questioned whether Derby Homes should be paying for televisions licences in community rooms, particularly if they aren't used very often. The cost of the licence is currently £145.50 per room per year.
- 3.28 The Community Initiatives Assistant contacted the most active residents at each community room and asked them to speak to other residents and decide whether they wanted to keep their televisions. The result of the consultation is that there is up to 13 rooms (those highlighted in bold) where the television licence is no longer needed. This would be a saving of £1,891.50 per year.
- 3.29 Proposal – To write to individual tenants at the identified rooms informing them that we plan to remove the television and cease payment of the licence, allowing time for a response. If no concerns are raised during consultation, cancelling the licences and removing televisions at the rooms where they are no longer required.

### **4. CONSULTATION IMPLICATIONS**

The Housing Act 1985 requires that tenants are consulted on all matters that affect their tenancy. As a result of this we have consulted with affected tenants. Local Councillors, the DACP and the SHOUT residents' group were all invited to the consultation events. SHOUT also sent out a questionnaire to tenants independent of Derby Homes. It is one of the objectives of SHOUT residents group to monitor progress on the proposals contained within this report.

## **5. FINANCIAL AND BUSINESS PLAN IMPLICATIONS**

- 5.1 If proposals to close the two rooms are agreed, Derby Homes will make savings from no longer having to subsidise the running costs. The Council will also gain additional income from the rental charge for each accommodation.
- 5.2 If the proposal to cancel television licences goes ahead Derby Homes would save £145.50 per year for everyone that is cancelled.
- 5.3 The additional charge highlighted in the Use of Hire and Communities Policy relating to non charitable groups will create additional income for the organisation.

## **6. LEGAL AND CONFIDENTIALITY IMPLICATIONS**

None

## **7. COUNCIL IMPLICATIONS**

The closure of the community rooms is a matter which requires the approval of the Council.

## **8. PERSONNEL IMPLICATIONS**

None identified.

## **9. ENVIRONMENTAL IMPLICATIONS**

These will be considered in line with issues that arise as a result of planned conversions.

## **10. EQUALITIES IMPACT ASSESSMENT**

- 10.1 Garsdale Court – There are currently 2 activities taking place at this community room. Therefore, a large proportion of the tenants are paying for a service they are not accessing. Both of these activities would be moved to Humber Close which is in close proximity.
- 10.2 Slindon Croft – There are a small number of residents that use this room regularly. Therefore, a large proportion of the tenants are paying for a service they are not accessing. There are currently 2 activities taking place. Both of these activities would be moved to Humber Close which is in close proximity.
- 10.3 Television licences – these will only be removed at rooms where consultation has been completed and it is identified that the televisions are no longer required.

## **11. HEALTH & SAFETY IMPLICATIONS**

There may be issues that arise as a result of building alterations. These will be considered in line with future plans for conversion.

## **12. RISK IMPLICATIONS**

Failure to close the rooms that are significantly underutilised could lead to unnecessary spend by the organisation due to ongoing utility, maintenance and staffing costs.

### 13. POLICY REVIEW IMPLICATIONS

This is a key policy of Derby Homes and will be included in the Key Policy Review Schedule. In accordance with minute 10/51 this policy will be reviewed no later than 3 years from the date of this meeting.

The areas listed below have no implications directly arising from this report:

Personnel

If Board members or others would like to discuss this report ahead of the meeting please contact the author, or Phil Davies, Chief Executive, [phil.davies@derbyhomes.org](mailto:phil.davies@derbyhomes.org) – Phone: 01332 888528

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Background Information: None.

Supporting Information: None.

## Appendix 1

### Analysis of questionnaires - SHOUT

#### Centurion Walk

Number of Copies sent	Number of returns	Percentage of returns
31	12	37.2%

#### Question 1

How many times have you used the community room in the last year?

Collectively = 151 divided by 12 = 12.5 per month

151 divided by 52 = 2.9 per week

1A If not why not=

- Never open
- Nothing of interest to me and I can only do mornings as I have to rest in the afternoons hospital orders
- Not interested in card games or domino's

1B if so what activities did you take part in?

- Coffee mornings mentioned 7 times
- Other things mentioned were
- Meetings with Derby Homes re anti social behaviour.
  - Meetings with SHOUT
  - Disability Direct re Tuesday afternoon- Socials
  - Special exercises under supervision. Evenings quizzes etc.
  - Originally meals, quizzes, Parties
  - Disability sessions.

2 Would you be prepared to organise activities

- Totally answered with NO.

2A if yes, what activities would you organise

- Consistently no comments were made

3 Would you be prepared to assist with activities?

- Only one answered Yes

4 What activities would you what to take part in?

- None
- Coffee mornings
- Disability Direct fortnightly Tuesday afternoon socials
- None

- In the past year, the wife and myself used the room every week. It was a full house, trips out in summer, party at Xmas. From them days, I am the only one left at 87.
- Social activities that are suitable for pensioners( I am 94 and registered partially sighted)

4A Any other comment

- If unit is closed it should be put to good use i.e. doctors surgery- chiropodist- chemist, or of some use to the community.
- I think more people would support it if more is going on.

Name -4 people stated

Address -4 people stated

Telephone -4 people stated

Churchside Walk

Number of Copies sent	Number of returns	Percentage of returns
65	7	4.5%

Question 1

How many times have you used the community room in the last year?

Collectively = 103 divided by 12 = 8.58 per month

103 divided by 52= 1.98 per week

1A If not why not=

- Because my English Not good
- Not interested
- I haven't enough time
- There used to be two wardens to organise things. There were bingo, raffles, Friday dinners, xmas party. Things just faded out until there was just a coffee mornings. Then there was only 4 people made an appearance.
- No need
- Don't have time to attend pensioners club or lunch on Tuesdays
- 

1B if so what activities did you take part in?

- Bingo, dominoes, jigsaw puzzles, play your cards right, lunches, and slide shows.
- Playing cards

2 Would you be prepared to organise activities

- 1 Answered Yes
- 6 Answered NO.



2A there was no comments made

3 Would you be prepared to assist with activities?

- 3 Answered Yes
- 4 Answered No

4 What activities would you what to take part in?

- Anything of interest to older generation.
- Social events ( jumble sales –fund raisers)

4A any other comment

- There were no comments.

Name - 5 people stated

Address - 3 people stated

Telephone -3 people stated

#### Garsdale Court

Number of Copies sent	Number of returns	Percentage of returns
34	9	30.6 %

#### Question 1

How many times have you used the community room in the last year?

Collectively = 427 divided by 12 = 35.58 per month

427 divided by 52= 8.21 per week

1A If not why not=

- 93 years to old
- Humber side!!!!
- Because I am an outdoor man

1B if so what activities did you take part in?

- Coffee mornings mentioned 5 times
  - Bingo mentioned once
- Other things mentioned were
- Outings.
  - Counsellors meetings which we don't have now.
  - Volunteered as a tutor for a computer course –interne access withdrawn and attendees did likewise.
  - Craft classes Wednesday evening.

2 Would you be prepared to organise activities

- 1 answered Yes.
- 8 answered No.

2A if yes, what activities would you organise

- I have sent 30 years (20 years as dept manager) Knowledge & experience.
- Would like to have my 70<sup>th</sup> birthday tea party there in November.

3 Would you be prepared to assist with activities?

- 2 answered Yes
- 7 answered No

4 What activities would you what to take part in?

- Why not have D A C P meetings there?
- Social, Bingo etc.

4A Any other comments

- Ours is bigger why close ours and not theirs?.
- Evening entertainment on Saturday night- singers eg.
- Very good to have.

5 What other community room would you use if this one were closed.

- 5 have not answered
- 2 went for Slindon
- 1 went for Humber

Name - 5 people stated

Address - 5 people stated

Telephone - 5 people stated

#### Humber Close

Number of Copies sent	Number of returns	Percentage of returns
30	8	24 %

#### Question 1

How many times have you used the community room in the last year?

Collectively = 694 divided by 12 = 58 per month

694 divided by 52= 13 per week

1A If not why not=

- I do not find them very friendly, I do not like to go on trips, I do not mind paying to go,

1B if so what activities did you take part in?

- Coffee mornings mentioned 4 times
- Lunches mentioned 3 times
- Bingo mentioned 4 times

Other things mentioned were

- Prince William wedding do.
- Men's clothes sale.
- Event's organised on a non frequent basis.
- Police about Cold caller's.

2 Would you be prepared to organise activities

- 1 answered Yes
- 7 answered No

2A If yes, what activities would you organise

- Bingo.
- Due to husbands having dementia but would help if possible.
- Cannot owing to illness
- Disabled

3 Would you be prepared to assist with activities?

- 2 answered Yes
- 6 answered No

4 What activities would you what to take part in?

- Tea making
- Waitress work
- Bingo
- Help with anything

4A Any other comments

- I do not think that I would use either of the above especially in the colder months. We need our own community room.
- Humber Close is used at least 4 times a week for bingo, also coffee mornings every Thursday's and lunch every other Wednesday. I have used it from day one.
- None- due to husband's condition.
- Humber Close has, easy access for bus routes, good parking, Close to Hema medical centre, also has fetes to raise money for the community and the improvement's to Surgery. It is used every day except Monday's. Supported well with people from other courts. The money raised goes towards day trips and going out for meals. What worries me is if you close the centre, it is all we have to be with friends.
- Please leave this one open as I cannot more to far and we like it there, it will be like being confined to four walls.
- I have been at this flat for 14 years. I have been about 10 times I don't find them very friendly at all.
- Other schemes and Derby homes use the community room.

5 What other community room would you use if this one were closed.

- 3 have not answered
- 2 went for Garsdale
- 3 answered neither

Name - 4 people stated

Address - 4 people stated

Telephone - 4 people stated

#### Slindon Croft

Number of Copies sent	Number of returns	Percentage of returns
30	6	18 %

#### Question 1

How many times have you used the community room in the last year?

Collectively = 52 divided by 12 = 4 1/2 per month

52 divided by 52 = 1 per week

1A If not why not=

- Not interested
- Have got friends and colleagues and prefer to spend time with them and also my grandchildren, no desire for community based activities
- Not point in sitting in an empty room, we have no events at Slindon Croft, Certain neighbours have tried to get interest in starting something but had no response.
- Live at home meeting Wednesdays

1B if so what activities did you take part in?

- None
- N/a

2 Would you be prepared to organise activities

- 0 answered yes.
- 6 answered no.

2A if yes, what activities would you organise

- Coffee mornings, Indoor games, Musical evenings, bingo, talks, Meals, Film shows.

3 Would you be prepared to assist with activities?

- 1 answered Yes
- 5 answered No

4 What activities would you what to take part in?

No comments

4A any other comments

- I am 90 years old and almost house bound. The Slindon Croft centre is the only outing I can manage. Please do not close it.

5 What other community room would you use if this one were closed.

- 2 have not answered
- 1 said none
- 1 said neither
- 2 said Humber
- 

Name - 2 people stated

Address - 2 people stated

Telephone - 2 people stated

## Community Room Annual Costs

Community Room	Refuse costs	Cleaning Costs	Gas Costs	Electricity Costs	Water Costs	TV Licence costs	Staff & Maintenance costs – including repairs, inspection and fire alarm checks	Horizon Units	Total Annual Costs	Income	Subsidy
Centurion Walk (31)	£51.22	£209.63	No gas supply	£640.13	£230.65	£145.50	£1200.00	£132.00	£2609.13	£1011.84	£1597.29
Humber Close (30)	£69.81	£209.63	£551.75	£325.28	£270.30	£145.50	£1200.00	£132.00	£2904.27	£979.20	£1925.07
Garsdale Court (34)	No bin – refuse removed by cleaners	£209.63	£691.57	£236.34	£250.40	£145.50	£1200.00	£132.00	£2865.44	£1109.76	£1755.68
Slindon Croft (30)	£51.22	£209.63	£503.83	£261.81	£220.90	£145.50	£1200.00	£132.00	£2724.89	£979.20	£1745.69
Churchside Walk (65)	No bin – refuse removed by cleaners	£209.63	£253.24	£339.40	£423.22	£145.50	£1200.00	£132.00	£2702.99	£2121.60	£581.39
Oakleigh Avenue (38)	£69.81	£209.63	£588.27	£316.71	£75.09	£145.50	£1200.00	£132.00	£2737.01	£1240.32	£1496.69



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

### **Purpose**

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 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 Community 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 other Derby Homes staff will encourage tenants and clients 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 on supported living schemes should see the community room as an extension of their own homes. If required, keys or fobs or access codes may be issued to named tenants. 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 not disturbed. The community rooms can be used for local residents or tenant consultation meetings such as Housing Focus Groups or Neighbourhood Board meetings.

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 Derby Homes Supported Living Team on 01332 711000 or the Community Initiatives Team on 01332 711000 and will need to be paid for.

Derby Homes staff reserve the right to refuse a booking by a particular group or a particular activity – for example, where the group does not comply with Derby Homes Equalities and Diversity Policy.

## Community Room Diaries

Derby Homes keeps a centralised electronic community room diary to make sure each room's up-to-date timetable of block bookings is posted up at each room's Notice board for tenants' information. The Supported Living Team will make sure that all tenants know how to make a new booking and know what the local access arrangements are.

## 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 on a regular block basis or on a one-off basis.

If tenants are approached by an individual, group or organisation to make a new booking, they will be encouraged to contact Derby Homes Community Initiatives Team by telephoning 01332 711000 to decide if it is appropriate for them to use a particular Community Room.

As a 'rule of thumb', all external groups using the community room should offer activities that local supported living tenants will and do want to join, and any external group leaders should ensure supported living scheme tenants are made welcome and offered opportunities to join in. A trial booking will usually be agreed for **3 months** so that Derby Homes' staff can review whether a significant number of the new groups' members are local residents. **If the review shows no Derby Homes residents are taking part in the activity a cost will be implied for the use of the community room.**

## Booking and Access to Community Rooms

Priority will be given to bookings for local tenants-led activities. All external group bookings must be on the separate official signed booking form and entered into Derby Homes centralised Community Room Diaries on public folders.

Access arrangements will need to be agreed with those booking the room. This will involve issuing keys/ fobs/access codes and intruder alarm codes from Derby Homes Community Initiatives Team on 01332 711000.

## Charging Structure for Community Rooms

Derby Homes' **Services Manager – Supporting People** is responsible for making the final decision on whether a particular group can use the room or not.

From **Jan 2011** the room hire/usage **charges** apply:

### A) **FREE OF CHARGE** for:

- i. **All tenants for social activities** as well as for their own celebrations or similar events.
- ii. **Consultation events** involving Derby Homes' tenants and staff, such as Board/Panel/Focus Groups meetings.



- iii. **Derby Homes staff meetings** - but these can only usually be booked in specific rooms identified for staff meetings – contact Derby Homes Community Initiatives Assistant on 01332 711000 for more details.

**B) CHARGE PER SESSION FOR:-**

- i. **Charitable or grant-funded groups** - £10 plus VAT per 'session' (morning, afternoon or evening). This fee may be waived where evidence is provided to show that a number of users are local residents.
- ii. **Non - charitable or grant-funded groups** - £20 plus VAT per 'session' (morning, afternoon or evening). This fee may be waived where evidence is provided to show that a number of users are local residents.

**C) A SEPARATE, longstanding special arrangement applies for charging:**

- iii. **Derby City Council** to use any community room as a **Polling Station @£75 plus VAT per day.**

Where these payments are required this will be arranged with Derby Homes Business Processing Team at Cardinal Square on 01332 711000, who will raise an invoice.

All external groups must complete the associated Derby Homes Community Room Hire Conditions, Agreement and Booking Form.

### **Motorised scooters**

Community rooms cannot be used for storing or parking motorised scooters. This is because they are a potential risk to health and safety and scooters may block access to emergency/fire exits.

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## Derby Homes Community Room Hire of Facilities Conditions, Agreement and Booking Form

### 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 resident-led activities.**

Hirers will usually be responsible for paying Derby Homes' Community Rooms hire charge, where this applies. Derby Homes' Supported Living Services Manager is responsible for making the final decision on which charge applies to individual Hirer applicants. From January 2012 the room hire/usage **charges** apply as follows:

#### **FREE OF CHARGE** for:

1. **all Supported Living Tenants for social activities** as well as for their own celebrations or similar events;
2. **Consultation events involving Derby Homes' tenants and staff**, such as Board/Panel/Focus Groups meetings.
3. **Derby Homes staff meetings** - but these can only usually be booked in specific rooms identified for staff meetings – contact Derby Homes Community Initiatives Assistant for more details on 711000.

#### **£10 plus VAT CHARGE PER SESSION** for;

1. **Charitable or grant-funded groups** - £10 plus VAT per 'session' (**morning, afternoon or evening**). **This fee may be waived where evidence is provided to show that a number of users are local residents.**

#### **£20 plus VAT CHARGE per SESSION** for;

2. **Non - charitable or grant-funded groups** - £20 plus VAT per 'session' (**morning, afternoon or evening**). **This fee may be waived where evidence is provided to show that a number of users are local residents.**

A **SEPARATE**, longstanding special arrangement applies for **charging**:

1. **Derby City Council** to use any community room as a **Polling Station** @ £75 plus VAT per day.

Please note: these rooms are not usually available for private businesses to hire / use, nor for any profit-making event/venture.

The **final decision** on whether any individual or group will be given permission to use any Community Room on a one-off, temporary or ongoing basis will be made by the **Supported Living Services Manager Tel 01332 711000**.

All **new groups** will be given an **initial trial booking** agreement to be reviewed by Derby Homes Community Initiatives Team staff before any longer-term booking can be agreed.

Minimum 1 week notice required to be given by either party.

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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. Derby Homes may give permission for block bookings for periods up to **12 weeks (3 months) after the initial trial period**. 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.
2. **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) Start and end the function at or by the agreed session times. No-one should usually arrive before 8.30am in the morning and all sessions should end by 9pm, and the premises vacated by 10pm (to allow time for cleaning/tidying up) 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 Community Rooms 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/session 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.

**3. 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 are 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.
  - h) Provide Derby Homes with a Risk Assessment of the activity you delivering at the Community Room.
4. 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.

5. **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.
  6. **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.
  7. **Derby Homes reserves the right to dispose of any property left** at the premises after the hiring which remains unclaimed within 28 days.
- 

## Signed Acceptance of Hiring of Facilities 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/s of Community Room/s 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 Community Initiative Assistant:**

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Date Agreement Form completed and signed:

Date Agreement Form due to be reviewed (every 3 months): \_\_\_\_\_

## **Derby Homes Supported Housing Community Room Key-holder Conditions and Agreement Form**

### **Signed Agreement to Key-holder Conditions:**

"I agree to hold a key/s to the local supported housing Community Room to enable myself and other scheme tenants OR named activity group users to gain access for social/group activities. I have read/understand the conditions set out below. I understand these conditions and agree to be bound by them."

### **Community Room:**

#### **Keyholder Name:**

#### **Organisation/Group Name (if appropriate):**

#### **Address:**

#### **Telephone Number:**

#### **Email:**

#### **Signed:**

#### **Date:**

### Community Room Keyholder Conditions :

I, the above named key-holder will always ensure that:

1. The Community Room is left locked, secure, clean and tidy each time he/she leaves it. Chairs and tables are left in the same place as found on arrival. Any rubbish is bagged up and taken away or left in the Community Room wheelie bin outside. Any washing-up is done and crockery put away.
2. No perishables (e.g. food or drink) are left on the premises.
3. No valuables are stored on the premises.
4. All appliances are turned off and windows closed each time s/he leaves it.
5. If the key is lost or damaged, I will report the loss immediately to the Local Housing Office, Derby Homes Enquiry Centre Tel: 711000 (open 8am-8pm) or to the Supported Living Team Tel: 711067.
6. The key is not copied nor lent out to anyone else.
7. Any breakage, damage or loss or need for repairs to the Community Room buildings, contents, fixtures or fittings is reported immediately to the Local Housing Office or the Enquiry Centre on 711000.

8. The Community Room will be not be used after 9pm unless specific permission has been given via Derby Homes Communal Facilities Co-ordinator.
9. Noise nuisance is kept to a minimum.
10. If I, as named key holder move away or no longer represent the social activity group I agree to return the key to:  
**Derby Homes Supported Living Team, South Point, Cardinal Square, 10 Nottingham Rd, Derby DE1 3QT.**

**Please note:**

- If Derby Homes Supported Housing Team receive 3 or more valid complaints indicating the key-holder has broken any of these conditions, Derby Homes will take back the key.
- Derby Homes is not liable for any loss or damage to any persons or possessions using the Community Room. Health and Safety is the responsibility of the user group. Fire Extinguishers, Alarm, Exits and First Aid kits are clearly labelled.
- Derby Homes will supply toilet rolls, paper towels, hand soap and bin-bags. Groups should bring their own washing-up materials i.e. dishwasher powder or liquid.

**Section to be completed by Derby Homes Supported Living Team:**

- Date Community Room key/s given to above named keyholder  
\_\_\_\_\_
- Which key/s and any alarm or keypad codes given to above named keyholder? E.g. front/kitchen/back door  
\_\_\_\_\_
- Usual times/functions this Community Room will be accessed using the key/s \_\_\_\_\_
- Name and signature of Derby Homes Officer witnessing: \_\_\_\_\_



**Derby Homes will make sure information provided will be treated in confidence and in accordance with the Data Protection Act 1998.**

**Completed Forms should be returned to:**

Community Initiatives Assistant, Derby Homes, Brook Street Local housing Office, 39 Parker Street, Derby DE1 3HX. Telephone: 888578 or 711000. Or by email to: <mailto:DH - Community Rooms>



## Removals of televisions from Community Rooms

<b>Community Room</b>	<b>Contact Person</b>	<b>Information gathered</b>
<b>Acorn Close</b>	<b>Pat Hill</b>	<b>Pat spoke to the residents they are not interested in using the TV.</b>
<b>Boyer Street</b>		<b>No resident led activities. Room used by external agencies that encourage residents to attend. This will be reviewed in line with the changes to the Use and Hire of Community Room policy.</b>
<b>Centurion Walk</b>	<b>Sheila Carrington</b>	<b>The residents that attend the coffee morning (the only residents led activity taking place) wish to have the TV removed. The room is due to close in any event.</b>
<b>Churchside Walk</b>	<b>Miss Babbij</b>	<b>Residents don't use the TV so don't mind it being removed. The room is due to close in any event.</b>
Colville Street		Spoke to residents during social activities consultation; they want to keep the television.
Coniston Crescent	Brenda Wilkinson	They would like to keep the TV as they use it.
Craddock Avenue	Jack Dean	The residents use the TV.
Donnington Close	Nancy Simms	They would like to keep the TV as they use it.
<b>Fairdene Court</b>		<b>No resident led activities. Room used by external agencies that encourage residents to attend. This will be reviewed in line with the changes to the Use and Hire of Community Room policy.</b>
<b>Filbert Walk</b>	<b>Zena Underwood</b>	<b>Residents not interested in keeping TV.</b>
<b>Garsdale Court</b>	<b>Madge Whitecross</b>	<b>Residents not interested in keeping TV.</b>
<b>Glengarry Way</b>	<b>Ivy Bestwick</b>	<b>Residents not interested in keeping TV.</b>
<b>Holly Court</b>	<b>June Wilkins</b>	<b>The residents don't use the TV, they have put it in the store room as it was in the way.</b>
<b>Humber Close</b>	<b>Pat Murphy</b>	<b>Residents not interested in keeping TV.</b>
<b>Max Road</b>	<b>Suzanne Wood</b>	<b>Residents not interested in keeping TV.</b>
Oakleigh	Keith Merry	Residents want to keep the TV.

## Appendix 4

Avenue		
Slaney Close	Sylvia Dunn	Residents want to keep the TV.
<b>Slindon Croft</b>	<b>Ron Price</b>	<b>Residents don't use the TV.</b>
Streatham Close	Robbin Cobb	Residents want to keep the TV.
<b>Tintagel Close</b>		<b>No resident led activities. Room used by external agencies that encourage residents to attend. This will be reviewed in line with the changes to the Use and Hire of Community Room policy.</b>
Watermeadow Road	Jean Glister and Mr Theobald	Split opinion but some residents would like to keep TV.
Category two schemes		The television sets are being used in all of the category two schemes.