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## Use of communal lounges and other areas

Some estates have the benefit of a communal lounge or other shared space such as a library or hobbies room. Communal lounges usually have en suite or nearby toilet facilities and a kitchenette.

Furniture and equipment is provided by Hanover for these communal areas and it must meet fire safety standards. Electrical equipment must be tested annually and certified as safe.

Communal areas and lounges are used to provide residents with an on-site location for social activities. Many residents find it difficult to get away from the estate so bringing in activities can make a big difference to the quality of their lives.

### Local Agreements

As part of the estate's Local Agreement, residents can decide how these facilities can be used and the charges for private or outside use.

In deciding on the use of the lounge, residents should ensure that they consider the needs of all the residents on the estate.

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## **Use by residents**

Many residents will enjoy using the lounge or communal areas for social activities.

These activities are usually organised by residents themselves, often through the estate social committee. Coffee mornings, fish and chip lunches, book clubs, bingo, whist drives etc. are all regular events held at estates.

Some residents may enjoy using the lounge simply to chat or have a cup of tea with friends; other may like to invite residents to a birthday or special anniversary celebration in the lounge.

## **Use by specific residents for family functions**

Some residents may wish to hold a private function in the lounge e.g. a family birthday party or wedding event. A hire charge may be payable in these circumstances.

## **Use by community groups**

Some estates may encourage use by certain individuals or groups who are seeking to provide a service to our residents e.g. hairdressers, chiropodists,

Extend fitness groups etc., while other estates may be happy to hire out the lounge or other areas to community groups unconnected with the estate e.g. U3A; church groups; Women's Institute groups; craft groups; mediation meetings etc...

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In granting permission to any group Hanover will:

- Make sure the individual or group has appropriate insurance cover
- Have carried out a risk assessment
- Expect them to abide by certain rules e.g. not allowing the fire exit to be blocked; leave the room clean and tidy; pay the agreed hire charges.

## **Use by Hanover**

Hanover often uses the lounge for residents meetings, service charge meetings, and major works meetings etc. which all involve residents from the estate. However, if Hanover uses a communal room for a staff meeting, or for any purpose which does not involve residents from the estate, we will pay £25.00 per half day or £35.00 per full day (2012) which is credited to the service charge. Hanover does not pay VAT.

## **Bookings**

All bookings for the lounge or other communal areas are made via the Estate Manager. In certain circumstances you may need to complete a booking form.

## **Charges**

Charges for lounge or communal area are determined by residents as part of the Local Agreement. Hire charges will vary

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from estate to estate, dependent upon the facilities provided and whether it is for private or outside use.

### VAT

VAT will be charged only when equipment is used as part of the room hire for external groups.

This does not include the kitchenette, tea bar or a toilet facility which means the majority of meetings will not require VAT to be charged. The term equipment may include catering, a projector, computer, hairdressing equipment or other estate-owned equipment.

Hanover can not accept any responsibility for any damage or injury caused to residents and their possessions through the behaviour of such individuals or groups who hire or use the lounge or communal facilities.