



## **Red Lion House Charity**

Charity Number; 1176422

### **Lettings Policy**

#### **VISION, ETHOS AND VALUES (taken from Business Plan December 2018)**

The strategic vision for the Red Lion House Charity is to create a central hub for the community of Horninglow. The hub will offer space and facilities that will encourage a range of social and professional services to come into the community and in doing so contribute to our Ethos and Values. The space will also become a base for the community's own activities and events.

The charity will strive to bridge the gap between old and young, to improve social cohesion in the area and to reduce isolation amongst the elderly. It will be open to all and provide a centre where people feel valued, included and proud.

***THE TRUSTEES OF THE RED LION HOUSE CHARITY RESERVE THE RIGHT TO REFUSE ANY BOOKING WHICH IS NOT FELT TO BE IN KEEPING WITH THE VISIONS, ETHOS AND VALUES OF THE CHARITY.***

#### **CONSTITUTION**

Red Lion House Charity is led and managed by a group of Trustees made up of volunteers and representatives from local organisations and community groups. The constitution details the aims and objectives of Red Lion House Charity. In brief, the Charity aims to:

- advance education
- provide and maintain facilities for meetings, lectures, classes and other forms of recreation and leisure time occupation

in the interests of the social welfare of the inhabitants of Horninglow and the public at large.

In furtherance of these objectives the trustees shall have power to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any other charity and/or statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

In addition to the lets that fit with strategic themes, facilities will be available for hire by the following:

- community and statutory groups
- local individuals
- local businesses
- commercial organizations

## **FACILITIES**

At ground floor level:

- a meeting room with a capacity of up to 100
- kitchen
- toilets
- storage

At first floor level (Phase 2, not currently available):

- a meeting room with a capacity of 80
- toilets
- storage
- smaller rooms for meetings or office use

## **HIRE ARRANGEMENTS**

A booking form will be filled and signed. This will include both 'short term' and 'long term' leases (which are repeat bookings over 10 weeks or more). The booking form and the Booking Agreement detail all responsibilities whilst using Red Lion House, as well as cost and financial arrangements. The booking form will be completed and handed to the Bookings Manager of Red Lion House before a booking starts.

Whilst provisional bookings can be taken over the phone, bookings cannot be confirmed unless the booking form has been submitted. Provisional bookings must be confirmed at least one week prior to the booking date requested.

Bookings cannot be taken from anyone under the age of 21.

The organiser or the person booking the room/s agrees to read and abide by the terms and conditions of this, the Red Lion House Lettings Policy, and the Booking Agreement. He/she takes full responsibility for payments and the keys.

## **KEY AGREEMENT**

The organiser is responsible for the return of keys to the Bookings Manager or nominated trustee. If another leader becomes a key holder the Bookings manager must be notified. A deposit of £20 will be repaid on prompt return of the keys.

## **PAYMENT**

Both short and long term tenants will be charged on a monthly basis, in advance, during the first week of the calendar month. Repeated failure to pay on time will result in lease arrangements being cancelled.

## **RATES**

These are set according to room size, capacity, number and time of sessions (evening/weekends). The current rates are on the booking form, and the Trustees reserve the right to review these regularly in the light of market forces. The Trustees reserve the right to charge a deposit for one-off bookings.

## **LICENSED EVENTS**

Red Lion House is not a licensed venue

## **CANCELLATIONS**

The organisation's named contact person must notify the Bookings Manager of cancellations a minimum of 7 days in advance in order to receive a refund (dependent on type of booking). After this time there may be a cancellation fee.

Any changes or cancellations must be received in writing, or by email. Long term tenants will be asked to give 28 days' notice in writing in order to terminate their lease early. Short term tenants will be asked to give at least 7 days notice, dependent on type of booking. Failure to do so will result in the tenant being charged at the full rate, unless it has been possible to let the room to another tenant at short notice. An administration fee of £20 may also be levied (dependent on type of booking).

## **USERS CONDUCT**

All users will be asked to show respect at all times for all others using Red Lion House, for the staff and for the property itself. Consideration to the neighbours must be given on entering and exiting the building.

Failure to meet with the requirements of the following may result in cancellation of further bookings: Safeguarding and Security Policies/Insurance/Risk Assessments.

Users must take appropriate measures to ensure the security of their guests and Centre users before any function/meeting takes place. Children must be supervised at all times. Red Lion House Charity has Safeguarding Children and Safeguarding Vulnerable Adults Policies and copies are available in a designated location. Users must be aware of the contents of these policies to ensure the protection of children, young people and vulnerable adults

In the event of any security problem eg serious unruly behaviour or drinking to excess, which Red Lion House staff feel is posing a threat and is not being adequately dealt with by group leaders, the police will be contacted.

## **SMOKING**

In compliance with current legislation governing premises with eating facilities, smokers are required to exit the building and stand at least 15 feet away from the Centre entrance. Group leaders are responsible for informing their groups of this policy.

## **CLASSES**

Organisers of courses or lessons held within Red Lion House are responsible for ensuring that tutors have appropriate qualifications and that all necessary insurance is in place. Evidence of appropriate qualifications may be asked for by a nominated Trustee.

## **HEALTH AND SAFETY**

Group leaders are responsible for ensuring Health and Safety compliance during their activities. Health and Safety procedures developed for activities in the Centre should reflect those of Red Lion House so that staff and Centre users are not endangered in any way.

If the group leader changes during the life of the lease, the new group leader will be asked to countersign the document to ensure he/she recognises his/her responsibilities in relation to the terms of the Health and Safety policy.

As a minimum the group leaders are advised to have their fire, general and activity specific risk assessments reviewed on an annual basis.

Any equipment owned and used by the group must be regularly maintained and maintenance records kept. Any electrical equipment must have a current Portable Appliance Test certificate. The use of portable gas equipment is strictly forbidden. Groups are required to provide Red Lion House staff with copies of the above documents on request.

Organisers must be acquainted with the Health and Safety policy of Red Lion House. Further advice is available from the Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk).

All accidents, near misses and health and safety concerns must be notified immediately to Red Lion House staff/nominated Trustee and recorded in the appropriate books.

If any member of a group has a disability which would affect his/her ability to evacuate the building easily in case of fire, the group leader must make the necessary arrangements to ensure the member's safe evacuation.

**This policy needs to be read in conjunction with the following policies:**

Health and Safety  
Safeguarding Children and Young People  
Safeguarding Vulnerable Adults  
Prevent  
Code of Behaviour  
Supervision  
Environmental  
and the Booking Agreement.

**Agreed by** the Red Lion House Charity

**Date** January 2020

**Review Date** January 2021

**Signed** .....*CDean*.....