



# City Housing Community Room

*Guidelines for the use of the shared facilities*

**Absolutely**

**POSITIVELY**

ME HEKE KI PŌNEKE  
WELLINGTON CITY COUNCIL

**Wellington**

# Welcome

City Housing has provided this community room for all tenants to use for educational, recreational and social purposes. We encourage you to participate in the activities and share some of your interests with others.

We ask you to take care of this space, respect other tenants and enjoy what is on offer. Some of you may be keen to run some activities yourself!

To manage this space effectively, we have appointed a community room co-ordinator, a tenant who has volunteered their time to co-ordinate the bookings for the room and BBQ. If you are unsure as to who that is for your complex, please contact your Tenancy Manager or the Community Action Team.

The following are some guidelines to help you make the best use of this facility.



- 1 Community room rules
- 2 General Information
- 3 Booking the Community Room
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- 5 Community Action Team

# 1 Community room rules

Everyone using the community room must follow these rules:

1. The community room is available for City Housing tenants to use for recreational and educational purposes.
2. The community room may be used by outside groups with City Housing's consent.
3. Tenant activities held in the community room must benefit the wider tenant community and promote friendliness and inclusion.
4. Users of the community room must show consideration and respect to others.
5. The community room may be used between the hours of 8.30am and 10pm.
6. Noise will be kept to a minimum so nearby neighbours aren't disturbed.
7. No smoking in and around the community room.
8. No alcohol or drugs are to be consumed or sold in and around the community room.
9. No illegal activities are to take place in and around the community room.
10. The community room is not part of your flat. It cannot be used for sleepovers, personal cooking or bathing.
11. Any damage to the room or its contents while you are using it must be repaired and damaged items replaced within 14 days. Report the damage to your community room co-ordinator or Tenancy Manager as soon as possible.
12. Community room resources and equipment must not leave the community room unless prior approval is given by the Room Coordinator and the Tenancy Manager.
13. Private use: tenants can use the room for private use – see the Private Use Policy. See 'Book the Community Room' section 3.

# 2

## General Information



### Fire prevention and emergency procedures

Make sure everyone using the community room knows where the fire exit is and the location of the fire extinguisher. Ask them to take note of the Health and Safety and procedures that are on display.

Keep heaters well away from furniture and do not put clothing over them.

Explain the evacuation procedure and point out all exits.

### Behaviour

This room is provided for your enjoyment and benefit. Please ensure that it is respected and looked after.

- ✓ We encourage the room to be used for educational, recreational and social purposes. Please respect and consider the feelings of others when using this room.
- ✓ All complaints including excessive noise can be reported to your Tenancy Manager, or the Contact Centre on 499 4444 after hours.
- ✓ If people have a disagreement and are not able to resolve it in a peaceful manner, you can ask both parties to stop the argument or request they leave the room.
- ✓ Children are welcome and must be actively supervised at all times by a parent or Guardian.

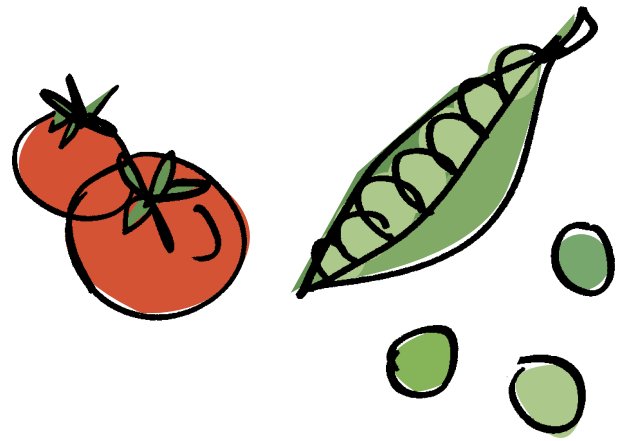
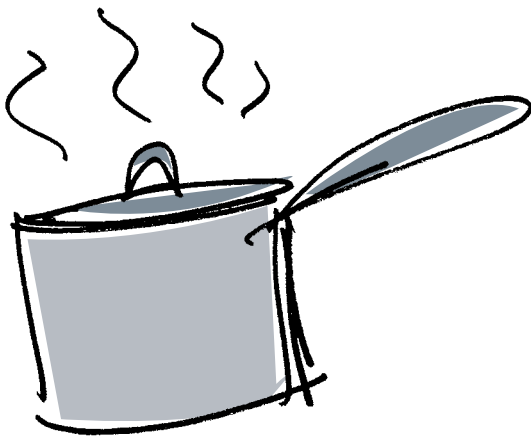
### Games and activities

- ✓ Games and activities are available to use in the community room. Please ensure that once you have finished with them, they gathered up and put away securely.
- ✓ You are welcome to put up notices and artwork on the notice board in this room.
- ✓ Please use picture hooks when hanging pictures and artwork on the wall rather than stickytape or other adhesives.

### Cleaning and hygiene

#### After each session:

- ✓ Please ensure that all dishes are washed and put away and surfaces are cleared and clean.
- ✓ Put away all equipment including toys and games.
- ✓ Sweep and vacuum the floors, clean all surfaces and leave the room tidy and ready for someone else to use.
- ✓ Take down any decorations that may have been used.
- ✓ Remove all rubbish and recycling as soon as you have finished and place in communal waste bins.



### Final room check

- ✓ After you have finished using the room, ensure all windows and doors are locked, lights and electrical appliances are switched off
- ✓ Return the key to your community room co-ordinator at the agreed time.

### Other facilities and services

#### BBQ

To book the BBQ, contact your community room co-ordinator or tenant committee. All portable BBQs use a 9kg gas bottle. Please refill the gas bottle after use.

Your safety and wellbeing are important to us. Please follow these instructions carefully:

#### Cooking safety tips

- ✓ Make sure the BBQ is clean and wiped down before cooking.
- ✓ Cooking utensils may be available from your community room co-ordinator.
- ✓ BBQ should have at least two adults to operate it at all times.

#### Food hygiene tips

- ✓ Food must be fresh so buy it as close to the event as possible.
- ✓ If you are handling food you should always use disposable gloves.
- ✓ Cover food to protect it from contamination.

### Cleaning the BBQ

- ✓ Clean the BBQ when it is still warm as it is easier.
- ✓ Remove all food from the BBQ surface using a spatula or steel wool.
- ✓ Mop up residue using paper towels and a wet cloth.
- ✓ Return the portable BBQ in a clean and tidy condition.

### Phone

A phone is available to use in some community rooms for local and free calls only. Please keep your calls short if there are other tenants waiting.

### Computer hubs

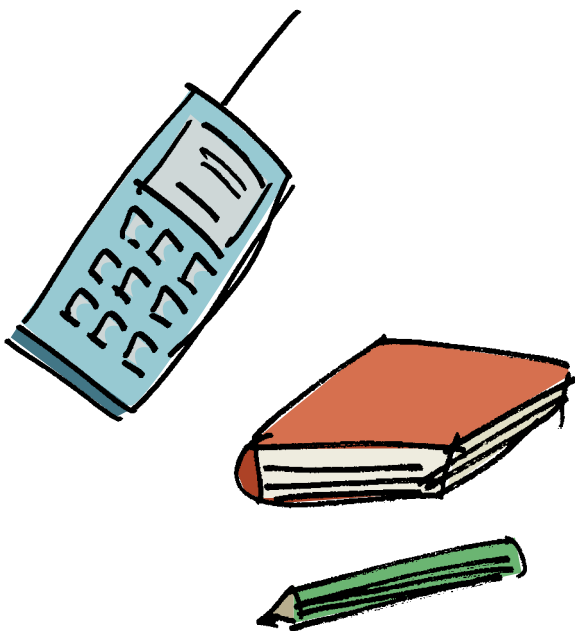
City Housing provides two computer hubs for tenant use at Newtown Park Flats and Arlington Apartments. All City Housing tenants are welcome to use these facilities which include internet, email access and training.

### Tenant website – Community Voice

If you have internet access, you can check out the weekly City Housing Tenant Events Calendar at **Communityvoice.net.nz**. This calendar outlines all the activities organised by tenants and staff across City Housing community rooms and complexes. Wellington Housing Association of Tenants (W.H.A.T) events and activities can also be found here.

# 3 Booking the Community Room

To book the community room, you will need to contact your community room co-ordinator. They will arrange the collection and return of the key at a suitable time for both parties. The room user must not pass on the key to any other person apart from the room coordinator or a staff member from City Housing.



On occasion, bookings may have to be rescheduled or declined due to maintenance or other Health and Safety requirements.

## *Private use policy*

Tenants can book the community room for private use for up to four hours at a time. This is limited to one booking per day.

To make a private use booking, contact your community room co-ordinator.

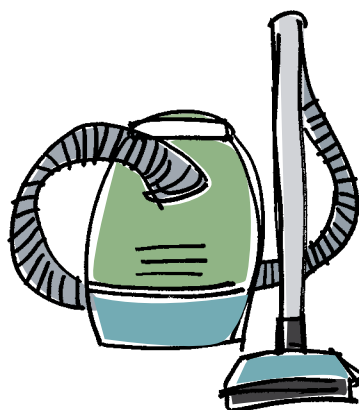
All of the community room guidelines apply to private use bookings as well.

**Note:** Regular tenant group activities are encouraged and have priority over private use bookings.

# 4 Role of the Community Co-ordinator

Your community room co-ordinator is responsible for the following:

- ✓ advising tenant/room users about room availability for activities and events.
- ✓ recording community room bookings and managing the use of the room.
- ✓ ensuring that all booking forms are complete and signed by the room user.
- ✓ advising the room user of their Health and Safety responsibilities and the rules of the community room.
- ✓ Checking the batteries of the smoke detectors on a regular basis and logging a job with the Contact Centre if they need replacing.
- ✓ monitoring use of the room and equipment and advising City Housing of any issues including damage and replacement of items.
- ✓ advising Wellington Housing Association of Tenants (WHAT) to replenish the community room supplies such as tea, coffee, cleaning products and toiletries.



# 5 Community Action Team



Wellington City Housing's Community Action Team is available to support tenant group activities in community spaces between the hours of 9am to 10pm.

Contact them if you are interested in developing a specific activity group. They offer support and advice on how to manage and advertise your activity and will help you connect with other tenants at the complex.

For more information, contact a member of the Community Action Team on 499 4444

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**Rosie Gallen, Community Action and Engagement Manager**

We aim to help tenants create pride in their place, make new friends, learn some new skills and increase social contact. We are interested in talking with anyone who has ideas about how we could be improving tenants' lives and providing great facilities where tenants can share their skills and develop community spirit and pride.

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**Corrina McGregor, Senior Advisor, Community Action**

I'm here to help support and facilitate tenant activities. The community room is a great way to get to know fellow tenants by sharing meals, garage sales etc. If you have any ideas for community activities please get in touch with me. I will work alongside you, offer support and help you to connect with other tenants in the complex. Here are some examples of activities we have had so far: health promotion days, Matariki celebrations, Wellington Association of Tenants (WHAT) annual tenant dance and cooking classes. If you want to know more please contact me, I look forward to meeting you.

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**Angelique Jackson, Engagement Advisor, Community Action**

I am very keen to work with community room coordinators to support activities and events. I also put together the weekly Tenant Engagement Roster on the Community Voice website [www.communityvoice.net.nz](http://www.communityvoice.net.nz). This roster outlines all the activities organised by tenants and City Housing staff across City Housing community rooms and complexes. Please contact me at any time, I'm always happy to talk about any ideas you may have.

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**Anna Hobman, Recreation Coordinator, City Housing**

I love to get people out and active, so the role of recreation coordinator for City Housing suits me just fine. You might remember me as the Push Play coordinator. I spent a lot of time running sports and games with the children in City Housing complexes. My role now is broader so I get to work with adults as well as children and I love it! As well as running sports activities, I am here to help you to set up your own physical and recreational activities and connect you with what is already going on in Wellington.

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**Joanna Burleigh, Community Action Project Coordinator**

My job is to help tenants plan and run events and make sure everything goes smoothly. I work with subcontractors on playgrounds, safety improvements, outdoor communal areas and fitting out community rooms. I also take care of the administration side of our projects, including financial reporting and health and safety. I look forward to seeing you all when I'm out and about.

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**Andrew Morrison, Community Action Advisor, City Housing**

I see my role to help tenants achieve their aspirations to improve community life. This takes different forms depending on the community and what they want to create. My work focuses on supporting arts, gardening and community safety within the flats. I also support the growth of tenant art groups and have helped to coordinate a large art exhibition, field trips and lessons for them. I also work with groups to promote community safety and emergency preparedness. I'm always interested to hear your ideas and learn more about what kinds of activities you'd like to get happening in your community.

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