

## **Leominster Housing Authority Community Room Usage Procedure**

This procedure establishes guidelines for resident and other non-official use of the Leominster Housing Authority (“Housing Authority”) Community Room. The purpose of the Housing Authority’s Community Room is primarily for the use of our residents and the Housing Authority. Use by non-profit organizations, especially when they are providing direct service to our residents is also permitted and encouraged. Non-profit organizations that have at least one Housing Authority resident as a member of their board may also be entitled to use these facilities. The “individual” must be a current Housing Authority resident. Failure to comply with the provisions of this procedure and its rules may result in denial of approval for use of the facilities, withdrawal of approval with at least 48 hours prior notice, and/or denial of future use of the facilities.

A Housing Authority resident and/or representative (such as a member of the staff) must be present at all times during use of these facilities. Users may be a Housing Authority resident, resident groups, or community based organizations, non-profit organizations, or other governmental agencies, as long as the purpose of the use is not related to fundraising or fee-related events. Examples of approved use might be a birthday, anniversary or celebratory party for a Housing Authority resident, resident meetings, official Housing Authority meetings, use as a temporary community shelter, a memorial gathering after a funeral or other approved community based purpose. Examples of functions that would not be approved: Fund-raising events sponsored by non-resident groups, fee for service parties or meetings (dinners or parties sponsored by an individual rather than officially recognized organizations, where money is collected as a fee for service/dinner). The Housing Authority will review each application on a case by case basis before approval is given for use of the facilities. A reservation is not approved until the resident receives the official signed copy of the application.

The resident whose signature appears at the bottom of the Application for Use of Community Room form will be held responsible for monitoring the conduct of all guests and will ensure that all state and Housing Authority laws and requirements are followed. The individual must be present the entire time of the use or appoint a substitute, if needed, to act as the responsible individual. The individual is also responsible for maintaining the orderly conduct of all its participants, informing all admitted of the rules by which they must abide, and for any damage to the facility and its contents. The individual requesting the use of the facility must ensure that events are adjourned and facilities vacated at the specified end time.

Advance scheduling of the Community Room is made on a first come, first served basis. Due to demand of the Community Room, residents are encouraged to plan in advance, with a minimum of 48 hours notice.

The individual assigned responsibility must ensure that resident’s parking spaces are not impacted by the use of the Community Room.

It is important to know that use of the Housing Authority Community Room by a resident or group does not constitute the Housing Authority’s endorsement of points of view expressed by that individual or the group or organization approved to use the facility. Advertisements or

announcements implying such endorsement are prohibited. The Housing Authority, its officers, affiliates, representatives and employees will not be held liable for any injuries, claims, and/or damages arising from the permitted use.

**Housing Authority Community Room will not be reserved until a completed Application for use is submitted and approved by the Housing Authority.**

Housing Authority sponsored programs, activities and meetings will have priority with respect to the use of the Community Room facilities.

The Housing Authority reserves the right to cancel a scheduled event or meeting with a minimum of 48 hours prior notice if deemed absolutely necessary. The resident whose signature is on the application will be notified and given an opportunity to discuss the reason for cancellation. Emergency situations will require no notice.

### **General Rules For Use Of Housing Authority Community Room:**

1. All individuals should enter/exit the Community Room at the main entrance of the building. Exterior doors of the Community Room should not be propped open under any circumstances.
2. The use of alcoholic beverages and/or drugs of any kind (*other than those to be administered by medical professionals at a temporary clinic*) are expressly prohibited and will lead to an automatic revocation of the privilege to use the Community Room space in the future.
3. Smoking and the burning of candles is prohibited in the Community Room.
4. If resident has a scheduled event and if there are no other events scheduled in the hours prior to the resident's scheduled event, set up may be done earlier than the scheduled time.
5. Spills on tables, floors and chairs must be cleaned up. Tables and chairs must be left in the same condition and setup as they were prior to the event. In the event that the room (including kitchen facility) is left in an unsatisfactory condition, requiring cleaning necessary beyond normal wear and tear, a reasonable cleaning fee may be assessed for the replacement or repair of any items damaged in the Community Room. The responsible individual, whose signature is on the application, will be given one opportunity to clean, fix and/or correct the problem. If the problem is still not corrected, the individual will then be responsible for the cleaning/repair fee.
6. Attendance at events may not exceed the maximum room capacity (see Community Room wall for "allowable occupant load" permit).

**Limitations:** It is important for all to understand that the kitchen facilities are a shared area for all residents to enjoy. The kitchen may not be used to prepare meals when the sponsor is charging attendees for meals. The kitchen must be cleaned and returned to the original condition it was in before use.

**Use by residents during the event:** In some instances residents may have to enter into the community room to process their laundry or obtain a book. As such residents who have not been invited to the event will be allowed to pass through the room in order to get to the necessary facilities (i.e. Laundry Room).

LaPierre East residents may have two activities planned and ongoing at the same time if they are in different parts of the community room.

**LEOMINSTER HOUSING AUTHORITY**  
**APPLICATION FOR USE OF THE COMMUNITY ROOM SPACE**

Name of Individual and/or Organization: \_\_\_\_\_

(Must be a Housing Authority Resident or Housing Authority sponsored event)

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

When: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

How will access to space be controlled? \_\_\_\_\_

Who will be responsible for controlling access? \_\_\_\_\_

Please describe if the kitchen facility will be used: \_\_\_\_\_

*Note: Major food preparation is prohibited. No cooking may be done or food served without Housing Authority approval*

Who will be responsible for maintaining the space and cleaning up space after the event?

\_\_\_\_\_

Will there be a fee charge for the event? \_\_\_\_\_ Dollar Amount Charge per person: \_\_\_\_\_

*Note: The Community Room **CANNOT** be used for profit. If the individual or group is charging for an event; a detailed budget and summary (with all applicable receipts) must be disclosed prior to usage and after the event.*

**The use of alcoholic beverages and/or drugs of any kind (other than those to be administered by medical professionals at a temporary clinic) are expressly prohibited and will lead to an automatic revocation of the privilege to use the community room space in the future.**

**Housing Authority's Community Room will not be reserved until a completed Application for Use is submitted and approved by the Housing Authority.**

Housing Authority Comments:

**I have received and will comply with the Leominster Housing Authority Community Room Usage Procedure:**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Individual

Approved by the Leominster Housing Authority:

\_\_\_\_\_

Date

\_\_\_\_\_

Housing Manager