

CHELSEA HOUSING AUTHORITY

Adopted April 16, 2014

COMMUNITY ROOM USE GUIDELINES

1. GENERAL

These community room use guidelines recognize that each CHA development is a separate apartment community and has unique amenities. This policy also recognizes the right of residents at each site to the quiet enjoyment of their apartment community.

Community room space is provided by CHA for use by its residents to provide services to its resident population and surrounding community. These guidelines are intended to establish reasonable rules to ensure utilizing CHA community rooms serves the intended purpose without disturbing residents or adding undue burden to CHA for management, maintenance and other costs.

CHA will provide community room space to residents for resident-sponsored functions only. Non-resident use of these sites will be limited to events primarily serving the general CHA community or to resident organizational meetings. Long-standing contracts may exist on certain facilities. The Housing Authority will first be required to honor its existing contracts and long term arrangements. Other functions will be scheduled on a first- come, first- serve basis. Residents will have the opportunity to reserve community room space, if such space is available within the development where they are housed.

2. ALLOWABLE USE

CHA community facilities may be used for the following purposes only:

- (a) Community rooms shall be used primarily for programs and activities conducted by community service agencies or residents/groups for benefit of residents.
- (b) The Authority shall permit space to be used by resident-sponsored non-profit groups, clubs or organizations for activities, provided such activities are operated in accordance with the following provisions:
 1. There shall be strict adherence to Federal, State and Local regulations regarding permits and taxes on such enterprises.
 2. Any profits shall be used to promote the welfare of resident organizations/councils.
- (c) The community room facilities may be used for personal and family functions.

3. PROHIBITED USE AND ACTIVITIES

- (a) CHA community room facilities/properties may not be used for services and/or Activities that do not promote the positive well-being of the community and the general welfare of CHA residents.
- (b) The resident/group agrees not to make or permit noises or acts which may disrupt The other residents' peaceful enjoyment of their accommodations. This includes, but is not limited to, maintaining the volume of any radios, phonographs, televisions or musical instruments at a level which will not disturb neighbors.
- (c) The resident/group agrees to refrain from and to cause members or guests to refrain from loitering outside the community room, obstructing common ground areas, sidewalks, passages, elevators or stairs, parking lots or driveways.
- (d) Collection of monies or tithing is not permitted.
- (e) Gambling, betting or playing any scheme or game of chance for profit is not permitted.

4. COMMUNITY ROOM SCHEDULING PROCEDURES

- (a) The resident/group desiring use of the facility must make this request at the appropriate CHA property management office at least 3 days in advance if possible. At or prior to that time, the resident/group shall be provided a copy of the community space guidelines for review.
- (b) The property management office shall, if the proposed use is approved, schedule the requested date, jointly inspect the facilities, and execute the agreement between the resident/group and CHA.
- (c) Prior to the event, the resident/group shall already have signed an agreement form (copy attached) acknowledging acceptance of the guidelines and intent to comply fully.
- (d) Residents signing the form shall be responsible for opening and securing the facility. Also, the resident signing the form must be present during the complete timeframe involving use of the room. In the event CHA staff is required to open and/or close the facility, an additional amount will be charged to cover the Authority's costs and shall be paid in advance by the user.
- (e) Hours of community room use shall be as follows:

All Developments - 9 a.m. - 10 p.m. SUNDAY THROUGH SATURDAY

Any variance from this timetable must be approved in advance by the Executive Director.

- (f) Access arrangements: Any outside organization is responsible for making the necessary arrangements with the CHA and/or Resident Council regarding entry, clean-up and lock-up of community room
- (g) Persons or organizations using community room space must pay for the replacement or repair of any equipment or keys made available to them which are broken or lost as a result of the activity. Cost shall be determined by CHA management and first billed against the security deposit, and then to the resident's rent statement, or to the responsible organization.
- (h) CHA Request Form (Exhibit "1"), should be filled out in duplicate by the resident or responsible group. The original shall be retained at the management office, and a copy shall be given to the resident/users.

5. RULES AND CONDUCT

- (a) SERVING OF ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES IS STRICTLY PROHIBITED.
- (b) Smoking shall be prohibited inside the Community Room, vestibule or any interior portion of a CHA owned facility.
- (c) RESIDENTS ARE RESPONSIBLE FOR THE CONDUCT OF PERSONS ATTENDING THE ACTIVITY (paragraph 3a, b, c)
- (d) Decorations may be put up and must be removed when the program is completed (Including Scotch tape, balloons and crepe paper). The resident/users will be Charged for damages, clean up, or removal of decorations.
- (e) Resident must pay the cost of labor and materials required to restore the space to an acceptable condition.
 - 1. Floors must be swept and tables/chair put in their proper places after being wiped down with an antibacterial soap (mixed with water) or cleanser;
 - 2. All windows and doors must be closed and locked;
 - 3. Garbage/rubbish must be removed before closing;
CHA shall furnish 2 garbage bags, a broom, mop and bucket.

4. General cleaning of any areas utilized, including bathrooms, kitchens, dishes, appliances (including ovens), tables, chairs, etc., must be performed.
 - (f) CHA shall not be responsible for incidents stemming from violation of this regulation. The resident agrees to hold CHA harmless in the event of any legal action pertaining to violation of any laws of the Massachusetts, the Lease Agreement, this rule or other laws or regulations. Any resident found to have violated the rules will be deprived of further community building privileges by the CHA.
 - (g) Both management and the groups using the building shall check all safety provisions (i.e., marked exits, overcrowding, fire hazards, blocked exits, and location of fire extinguishers).
 - (h) Gambling of all types is prohibited.
 - (i) The space may not be used for personal monetary gain.
 - (j) An inspection of the space shall be conducted by management, or it's designated Representative, before and after each use of the facility. Management shall have The responsibility for determining whether damages have been caused and whether satisfactory janitorial work has been completed by the resident/user. Return of the Facility in unsatisfactory condition shall cause the CHA to bill the resident.
 - (k) All equipment furniture, tables, chairs, etc. contained within the Community Room Shall remain inside the building and shall not be removed by residents or groups Utilizing the building/room.

6. NON-RESIDENT USE OF COMMUNITY SPACE FOR WHICH CHARGES SHALL BE MADE

Any non-profit group desiring to use the community room space for any activity not being provided for the benefit of CHA residents shall be charged a \$100.00 deposit which will be returned if space is left in good condition. An inspection is to be done. A check will be submitted, held and, if applicable, returned.

Community room space is designed for resident use, whether for purely social purposes or resident programs or activities. No charge shall be made to non-profit groups offering programs beneficial to residents, except to cover excessive cost of janitorial services, if warranted. The CHA Management shall determine whether such charges should be made.

- **Community Room Inspection Completed by CHA Management**

- All areas were left clean and organized. All equipment/appliances left in good operation and cleaned.
- Areas were left dirty.
- Equipment or appliances found in disrepair or dirty.
- Damages were noted: _____
- Other – Comments

Keys returned to CHA

- Yes
- No

Date: _____

Time: _____

Red'd by: _____

CHA Staff