

TAUNTON HOUSING AUTHORITY

COMMUNITY ROOM USE POLICY/GUIDELINES

1. GENERAL

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

Community room space is provided by THA 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 THA community rooms serves the intended purpose without disturbing residents or adding undue burden to THA for management, maintenance and other costs.

The THA 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 THA community or to resident organizational meetings. Functions will be scheduled on a first- come, first- serve basis.

2. ALLOWABLE USE

THA community rooms 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 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 outside groups for profit 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) The THA 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 THA residents.
- (b) The resident/group agrees not to make or permit noises or acts which may disrupt other residents' peaceful enjoyment of their accommodations. This includes, but is not limited to, maintaining the volume of any music, 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 THA property management office at least 4 days in advance if possible. At or prior to that time, the resident/group shall be provided a copy of the community room use policy/guidelines for review.
- (b) If the proposed use is approved, the Site Manager shall execute the agreement between the resident/group and THA.
- (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.
- (e) Hours of community room use shall be as follows:

All Developments - 9 a.m. - 9 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 THA 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 THA.
- (h) THA Request Form (Exhibit “1”), shall be completed and submitted to the management office, if approved, 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 is prohibited on any interior or exterior property of a THA 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 washed with soap and water;
 - 2. All windows and doors must be closed and locked;
 - 3. Garbage/rubbish must be removed before closing;

4. General cleaning of any areas utilized, including bathrooms, kitchens, dishes, appliances (including ovens), tables, chairs, etc., must be performed.
 - (f) The THA shall not be responsible for incidents stemming from violation of this regulation. The resident agrees to indemnify and hold THA harmless in the event of any legal action pertaining to violation of any Massachusetts laws and or 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 THA.
 - (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) Illegal gambling of all types is prohibited.
 - (i) The space may not be used for personal monetary gain without proper permitting.
 - (j) An inspection of the space may 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. The THA may charge the resident if the facility is returned in an unsatisfactory condition.
 - (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**

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