

## **COMMUNITY ROOM AND/OR MULTI-PURPOSE ROOM POLICY**

### **HOUSING AUTHORITY OF THE CITY OF FOND DU LAC**

**DATE ADOPTED:** April 9, 2001

**PURPOSE:** The purpose of this policy is to establish procedures for use of the Community Room and/or Multi-Purpose Room.

#### **RESPONSIBILITY**

The Executive Director and his/her designee are responsible for the proper utilization of the Community Room and Multi-Purpose Rooms. Residents are made to feel at home and are encouraged to make full use of the Community Room and/or Multi-Purpose Room. In the best interest of everyone, gambling, smoking, alcoholic drinks and general abusiveness are prohibited. Necessary equipment will be provided by the Housing Authority.

#### **PRIORITY FOR ASSIGNMENT OF COMMUNITY ROOM AND/OR MULTI-PURPOSE ROOM**

##### **A. RESIDENTS**

Residents of each complex shall be the first priority. Residents planning to entertain shall make application to the Executive Director and/or his/her designee for use of the facilities. Resident use is defined as a party or gathering for the resident that the resident is present at. There will be no charge to residents for using the facilities provided the room is cleaned up and left in satisfactory condition. Necessary charges required to achieve a satisfactory condition will cover the actual cost of labor required to restore the facility to normal conditions. The resident must sign a Community/Multi-Purpose Room Rental and Use Agreement. The resident signing the agreement will be the responsible party.

##### **B. INDIVIDUALS/GROUPS INVITED AT THE REQUEST OF RESIDENTS**

Educational and/or entertainment features requested by residents is the second priority. The following are acceptable functions: church activities, health activities, exhibitions, senior center related functions, League of Women Voters. The resident requesting the individual/group shall be responsible for reserving the facility and the cleaning up afterwards. There will be no charge for using the facilities provided the room is cleaned up and left in satisfactory condition. Necessary charges required to achieve a satisfactory condition will cover the actual cost of labor required to restore the facility to normal conditions. The request to use the facility shall be made to the Executive Director and/or with his/her designee. The group making the request must sign a Community/Multi-Purpose Room Rental and Use Agreement.

### **C. OUTSIDE INDIVIDUALS/GROUPS**

This classification shall also make their request to the Executive Director and/or his/her designee for approval. The parties are expected to benefit tenants of the Housing Authority. Included, but limited to this classification, are individuals running for election to a local, state or federal office and the use of the room as a polling place.

Reimbursement for outside groups shall be at the discretion of the Executive Director and/or his/her designee. The group or individual making the request must sign a Community/Multi-Purpose Room Rental and Use Agreement.

The following charges shall be levied for the group:

Meeting without kitchen facilities	\$ 25.00
Meeting with kitchen facilities	\$100.00

A file shall be maintained on Community Room/Multi-Purpose Room activities, indicating date, use, number of participants and general comments.