

THE HOUSING AUTHORITY OF THE CITY OF CHARLESTON

COMMUNITY ROOM POLICY Resolution No. 2430

1. The designated person(s) will be responsible for the center's use. Any damages will be charged to the account of the resident making application for use of the center.
2. A written request on a form specified by the Housing Authority must be on file and approved. A statement of the types of activities and age groups involved must be submitted and approved at least two (2) weeks in advance of the event.
3. The community center will not be used as a money making venture. All activities must conform to the idea of the separation of Church and State (Government). Funds raising events are prohibited.
4. Under no circumstances will the community center be made available to non-residents. This would include a resident sponsoring activities for non-public housing residents; regardless of relationships.
5. The Head-of-Household requesting use of the center must be present at all times during any activities. The names of all responsible persons (for group activities) must be submitted to the Management office along with the request for use.
6. All functions must be coordinated through the Management office. Managers will not give access to the center without the above information being on file by the required date.

7. In order to maintain peace and quiet in the neighborhood, all activities should end at 12:00 mid-night. All social functions occurring at night will require proof of notification to the City of Charleston Police Department. Some events may require a police officer at the function, as determined by the Housing Authority. The function must stay inside the community center; no one will be permitted to use the grounds and parking lot for any social functions.
8. A \$25.00 deposit will be required prior to usage of the building for any purpose. The Manager will inspect the building after each event to make sure it is left clean and free of damage on the following work day. If the building is found to be in proper condition, the \$25.00 deposit will be refunded. If not, the Authority will keep the \$25.00 for cleaning fees. If cleaning cost exceed the \$25.00 deposit, the residents rental account will be charged actual cost.
9. Passing access from the designated person or group without the expressed consent of Management is prohibited.
10. Equipment and furniture are not to be removed from the building under any circumstances. These items will be the responsibility of the designated person or group until inspection by the Housing Authority. All entrances and windows are to be secured after each use.
11. The Community Center is a DRUG FREE ZONE. NO Alcohol, Smoking or Drugs are allowed.

12. The Housing Authority of the City of Charleston reserves the right to determine use of the Center. Any person or group who violates these rules will be prohibited from future use of the Center.

I, _____, do hereby agree to adhere to all rules and regulations as cited above.

Signed

Witness

Date

Date

COMMUNITY BUILDING USE FORM REQUEST

DATE OF REQUEST _____

PERSON/GROUP _____

DATE/TIME REQUESTED FOR USE _____

TYPE OF FUNCTION _____
(Give Brief Description)

NUMBER OF GUEST _____

FOOD TO BE SERVED YES _____ NO _____

CONTACT PERSON (RESIDENT)

NAME: _____

ADDRESS: _____

TELEPHONE NO. : _____

MANAGERS APPROVAL YES _____ NO _____

DEPOSIT PAID \$ _____ DEPOSIT AMOUNT REFUNDED \$ _____

The undersigned, have read all rules for Community Building use in it's entirety and agree to it's terms and conditions.

SIGNATURE

DATE

SIGNATURE

DATE

HOUSING MANAGER

WITNESS

DATE

DATE