

## Set Policy for Community Room Use

Here's a Model Policy based on the one used by Edgerton Housing Authority in Edgerton, Wisc. It states who has priority to use the room, how the room should be reserved, who must pay to use the room, and general

rules that apply to activities within the room and other common areas. Be sure to show this policy to your attorney before adapting it for use at your site.

### COMMUNITY ROOM AND COMMON AREA POLICY

In assigning the use of the Community Room and allowing for use of the common areas—which include lobbies, halls, and grounds—the following priorities are established:

#### **PRIORITY 1: RESIDENTS**

The Community Room is considered an extension of the resident's living room. This is in recognition of the limited living space provided in the units. Residents planning to entertain should make an application in advance to the Executive Director for the use of the Community Room facilities. There shall be no charge for such use, provided all is left in satisfactory order. Necessary charges levied to achieve this will cover the actual cost of labor and materials required. Children must be supervised at all times by adults and not permitted to roam around the yard and building in general or to operate the elevators. No one resident will be permitted a reservation more than once in a given month.

#### **PRIORITY 2: THOSE ASSISTING RESIDENTS**

This refers to individuals or groups volunteering or responding to invitations to provide education and/or entertainment features to residents. A Resident Committee as well as the Executive Director should seek out those willing to serve as leaders in this way. For example, regarding education, entertainment, and group activities, certain residents embody leadership possibilities in some of these areas of service. The Executive Director is requested to work with them as well as others in order to achieve well-rounded and meaningful programs. Several diverse functions would be permitted in most months. Participation is to be encouraged. The Housing Authority sponsors some events and/or provides refreshments.

#### **PRIORITY 3: OUTSIDE GROUPS**

This refers to outside groups that have cooperated and assisted the Housing Authority in various ways, are doing so, or can be expected to do so. Sometimes a local unit of government requires temporary meeting quarters. Reimbursement should generally be adequate to cover utilities, janitorial, and maintenance costs. As appropriate, a charge should be levied, a freewill offering taken to defray expenses, or gift accepted that benefits the Housing Authority. On the other hand, the circumstances may be such that no charge would be made. The Executive Director should periodically report to the Board concerning such instances and how they are handled.

#### **PRIORITY 4: CHARGES**

The minimum charge for a meeting held in daylight hours without the use of the kitchen facilities is \$25. The maximum

charge for one day with full use of the kitchen, dining room, and other facilities is \$75. The Executive Director is authorized to negotiate between these two sums, as deemed appropriate to meet various requests that may arise or to refuse any application for reason.

Use by a nonresident individual or group requires the payment of a \$100 security deposit. Deposit is to be held by the Housing Authority to repair any damages, including cleaning services. The security deposit will be returned if the room is left clean and there is no damage.

#### **PRIORITY 5: GENERAL RULES**

A 10 p.m. curfew in the community rooms shall be honored at all times, except on rare occasions when permission may be given by the Executive Director in advance to override the curfew (e.g., Monday Night Football, a birthday party, New Year's Eve).

Gambling, smoking, drinking alcoholic beverages, and general abusiveness (see Code of Conduct Policy) will not be allowed in the Community Room. However, the Executive Director is authorized to approve the use of alcoholic beverages for special occasions (e.g., 50th wedding anniversaries, special birthdays, New Year's Eve). Request for exceptions must be in writing to the Executive Director 30 days in advance.

#### **PRIORITY 6: COMMON AREAS AND GROUNDS**

Residents may also consider other common areas, such as the halls, lobbies, and grounds, as an extension of their living quarters. All rules of the Code of Conduct Policy apply in these areas.

No alcoholic beverages are allowed in the common areas of our buildings (lobbies, hallways, laundry rooms, etc.); however, residents may drink alcoholic beverages in their units. Alcoholic beverages are allowed outside on the *side patios* only from 5 p.m. until 9 p.m. weekdays and 12 p.m. (noon) until 9 p.m. on weekends and holidays. Residents are responsible for cleaning up the area (e.g., disposing of beer cans/bottles, paper products, and food). Failure to do so may result in the suspension of this privilege.

Smoking is not allowed in our indoor common areas, except in resident units. Smoking is allowed outside on the grounds, but not in the area directly in front of the building entrances. Smokers should dispose of their cigarette butts in the receptacles provided.