

USE OF COMMUNITY ROOMS

1. Community Rooms and kitchens are available for resident family functions. Family functions are defined as family gatherings, christenings, weddings, parties, etc. The resident must complete a "Request for Use of Community Room" form which must be submitted and approved by the residents council and the Project Manager. The resident must be a tenant in good standing, and must be present at the function at all times.
2. Private Business functions only available to a limited number of tenants and not defined as a family gathering are not allowed.
3. The Tenant Association may use the facilities for meetings or other organizational functions, on a schedule approved by the Project Manger and the President of the Tenant Association. Any changes in the schedule must also be approved in advance by the Project Manager and the President of the Tenant Association. Extra activities must be submitted for approval on the "Request for Use of Community Room" form. A Tenant Association function is defined as a meeting or function open to all residents of the building, held for the benefit of all residents, and requested and organized by the duly elected Tenant Association.
4. There shall be only a maximum number of individuals allowed at any gathering or function other than a Tenant Association function. The maximum number for each development is as follows:

Sawyer Towers	80 persons	Drohan Apartments	70 persons
Pagnano Towers	100 persons	Tobin Towers	100 persons
O'Brien Towers	100 persons		
5. There shall be no soliciting at any of the functions.
6. There shall be no smoking in the facilities.
7. The community room shall be locked from 11:00 p.m. until 8:00 am. Functions must be concluded before 11:00 p.m. Exceptions will be considered on a case by case basis.
8. Anyone using the community room must leave it neat and clean. The resident responsible for requesting and scheduling use of the room shall be responsible for leaving the facilities neat and clean, and further shall be responsible for their guests, and their guests actions at all times. The responsible resident shall be charged for any cleaning, or damage resulting from use of the room.
9. Kitchen equipment is the property of the Quincy Housing Authority and must not be removed from the kitchen. Anyone using the kitchen must leave it neat and clean. The doors must be locked and the appliances turned off. Anyone using the kitchen will be held responsible for any and all damages that may occur.

NOTE: The use of alcoholic beverages and/or drugs of any kind (other than those administered by medical professionals at a temporary clinic) are expressly prohibited and will lead to an automatic revocation of the privilege to use the community room space in the future. Neither individual tenants of the Tenant Association may charge or receive any monies in return for the use of the Community Room. The QHA is the only entity authorized to charge or receive monies for use, rent or occupancy of this space.

John G. Mather, Executive Director

REQUEST FOR USE OF COMMUNITY ROOM

Name of individual/organization _____

Address _____

Phone Number _____

When: date _____

(If this is a recurring use, please indicate.)

Hours of use (start and end time) _____

Description of use _____

Number of persons expected to attend _____

Number of non-residents expected to attend _____

How will you control access to and from the community room and prevent access to the space in the building? _____

Who will be responsible for controlling access? _____

Who will be responsible for maintaining space and for cleaning up space?
after the event? _____

Request submitted by:

Date

Name/Signature

Tenant Association approval (if not an Association request)

Date

Name

Project Manager Approval

Date

Signature