

**POLICY FOR USE OF COMMUNITY BUILDINGS OF THE
COLUMBUS HOUSING AUTHORITY**

1. GENERAL

The Columbus Housing Authority maintains five community buildings. The community rooms are primarily used for Resident Programs aimed at Education and Family Self-Sufficiency.

2. OTHER USES

The Authority encourages the use of these facilities by residents for resident meetings, resident committees or councils meetings, youth activities, or other housing related activities. It is also available for social activities for residents such as birthday parties, wedding receptions, anniversary parties, and other celebrations (all five are equipped with kitchens). Social activities require a **\$200.00** clean up & damage deposit; **\$100.00 of which is non-refundable** to help pay for utility costs and wear & tear on facilities.

3. PROCEDURES AND RULES OF OPERATION

A request for use of the community facilities must be made to the Resident Services Coordinator who will maintain a reservation log, and determine eligibility and priority for use.

Approvals will be made in accordance with the following guidelines:

- The use or possession of alcohol or drugs on or near the premises is prohibited.
- Smoking or use of any tobacco product is prohibited on the premises.
- Community facilities will not be used for any partisan political activity.
- Community facilities will not be used for any event for which a fee for participation is charged, request for donations are solicited, or at which goods or services are offered for sale.
- A request for use must be made by an adult resident (21 years or older) member of the household. **The adult requesting use must be present at all times during the use of the Community facilities and will be responsible for any actions of the guests at the function.**
- The resident requesting use of the facility must agree in writing that the facility and equipment will be left clean to the satisfaction of Authority officials after use. Failure to return the facility in a satisfactory state may

result in a cleaning charge billed to the resident responsible for use of the facility. Similarly, damages to the facility or equipment of the facility may result in a charge to the resident responsible for the use of the facility.

4. **PRIORITIES FOR USE**

Approval for use of community facilities will be granted in the following order:

- Housing related activities, including but not limited to resident committees or council meetings, hearings dealing with grievance procedures, public hearings, and informational housing meetings.
- Non-housing related activities by residents and their families who are listed on the Lease Agreement. These may include weddings and receptions, youth activities, holiday celebrations, alcoholic or narcotics anonymous meetings, family reunions, etc. These requests will be approved on a first come, first served basis, as space is available.
- Although the five community buildings and community room are primarily used for Literacy activities, they are not used for the purposes on weekends, holidays, or at night and are available at these times. The Housing Authority will make every effort to adjust schedules to accommodate resident activities for any time.

Adopted by board: January 11, 2000

Revised with board approval: November 19, 2002

Revised with board approval: May 9, 2006 **EFFECTIVE DATE: JULY 1, 2006**

Revised with board approval: **EFFECTIVE DATE: JULY 1, 2011**

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