



# MUNDAY HOUSING AUTHORITY



PO Box 177

Munday, Texas 76371

(940) 422-4941

Beverly Banks, Executive Director

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## Perry Patton Community Center

*The following rules must be followed by all groups using the Perry Patton Community Center:*

1. Reservations must be made through the office of Munday Housing Authority at 131 West Cisco Street, or by phone by calling 940-422-4941. Reservations are "first come, first serve" basis. Payments must be made to Munday Housing Authority, and keys will be picked up and returned to the Munday Housing Authority office. Keys must be picked up prior to use during posted office hours.
2. Prior to rental- a \$100.00 refundable deposit must be paid in addition to the required rental fees. Rental fees are \$100.00 per day or for any portion of a day if a meal will be served. For rentals of 4 hours or less and without a meal being served, the fee is \$50.00. Providing false information to obtain a cheaper rental fee will result in forfeiture of deposit. A day rental is considered midnight to midnight. You may not come in the day before or the day after unless you reserve those times and pay accordingly. Request for use of TV, DVD/VCR player, or punch bowl and cups must be made in advance and separate keys will be issued when community center key is picked up.
3. Security deposit will be refunded upon return of keys if building is left clean and there are no damages or missing items. Cleaning includes carrying all trash to dumpsters (located on west side of building), returning all tables and chairs to storage closet neatly, sweeping and mopping floors, and wiping down counters and tables. (Brooms and mop buckets are in ice room and mops are stored on west side of building under carport or on north side of building). Any dispute must be made in writing within 10 days of rental. It is recommended you contact the office after your rental to ensure deposit will be returned. (See Damage Charges)
4. Bring your own garbage bags, dish soap and towels. Silver ware may be used but must be washed, dried, and returned to drawers. A punch bowl, cups and plates are available, but arrangements for their use must be made to check out a separate key to storage cabinets. There is an ice machine in the laundry room for your convenience. A refrigerator, range, microwave, and coffee maker is available for your use.
5. No pins or tacks may be used to decorate. Do not put anything on the ceilings Masking tape or scotch tape may not be used on walls or ceilings. **NO TAPE OR TACKS MAY BE USED ON FURNITURE! DO NOT MOVE FURNITURE, FLOWER ARRANGEMENTS OR DECORATIONS!** Please do not remove the mirror; it is very heavy and difficult to rehang. Please do not drag tables, coolers, or chairs across the floor.
6. Do not allow children to jump or climb on any furniture or play with blinds. Do not allow children to play on the pianos. They are expensive to tune. No shoes or food on the couches please.
7. Do not drive on the yard and/or grass. There is a sprinkler system that is easily damaged.
8. No alcoholic beverages or drugs are allowed on the premises. No smoking is allowed inside the building. Cigarette butts may not be thrown on the ground. Noncompliance is grounds for forfeiture of deposit.
9. No property at the community center may leave the premises, including tables, chairs, electronics, decorations, and/or dishes.
10. The person that reserves the building is responsible for the group, and will be held accountable for any damage done to the room or furnishings. That person is responsible for verifying that everything is left clean, the floor is mopped, all lights are turned off, and all doors are locked when leaving the building. If you cannot comply with these rules, please do not ask to use the building!! Thank you for your help in keeping the Perry Patton Community Center in good condition so others may enjoy using it also.



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## CHARGES FOR DAMAGES:

Dirty floors	\$50.00
Dirty kitchen	\$50.00
Tape/tacks/pins on walls or ceilings	\$50.00
Failure to put tables and/or chairs up	\$25.00
Failure to empty trash	\$25.00
Driving on yards- per occurrence	\$25.00
Trash in yard	\$25.00
Smoking inside community center	\$150.00
Failure to return keys in 24 hours	\$150.00
Use of community center earlier or later than rental	\$50.00/4hours
Spills on furniture	\$25.00 up
Damaged or missing property	based on actual cost
Unspecified damages	based on actual cost

## PUNCH BOWL AND ACCESSORIES:

1. A punch bowl and ladle is available. There are 6 dozen matching cups and saucers available. The punch bowl is heavy with a matching foot it sits on. There is no additional fee for using the punch bowl and accessories.
2. Storage cabinets are locked. You must make arrangements to use these items and pick up key prior to use.
3. You are responsible for any broken or lost pieces. All pieces must be washed, dried, and placed back into storage boxes.
4. Punch bowl and accessories will not leave the Perry Patton Community Center.

## TV, DVD/VCR and/or PA SYSTEM USE:

1. Access to the use of TV and DVD/VCR player must be arranged prior to use. You will be responsible for return of any keys or remotes used as well as any damage or missing parts.
2. Do not touch TV screen, or allow children to do so.
3. Unless arrangements have been made, the service to the TV may be disabled by management and will not be controllable in the community center. Do not tamper with any plugs, switches, or cables. If equipment does not turn on, it is disabled and any attempts to "fix" it could result in damage to units and loss of security deposit.
4. **The PA system is NOT included in the rental and may not be used without permission from the Munday Lion's Club.** The PA system may NOT leave the building without permission from the Munday Lion's Club AND the Munday Housing Authority.

Agreed:

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

## **COMMUNITY ROOM POLICY**

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The San Saba Housing Authority has one community facilities. They are located in the following developments:

1601 West Dry

These facilities exist primarily for the benefit of the residents but shall be available to responsible non-resident sponsored community groups with the written permission of the Executive Director.

### **COMMUNITY ROOM UTILIZATION**

All recognized and responsible organizations will be granted equal opportunity and fair and equal treatment with respect to granting requests for meeting space.

The Executive Director, or designee, shall be responsible for scheduling groups into the spaces. Groups may be regularly scheduled for specific time and space on a continuing basis with the written permission of the Executive Director. This permission shall be subject to revocation by the Housing Authority at any time.

The Administrative Staff of the San Saba Housing Authority is responsible for the proper utilization of the Community Room.

A charge of 175.00 will be required to cover the cost of utilities and janitorial expenses and a 200.00 deposit to reserve the room.

The group must strictly adhere to Federal, State, and local regulations regarding permits for, and taxes on, such enterprises.

Proof of liability insurance in an adequate amount as prescribed by the authority is provided.

Although janitorial services will be provided by the San Saba Housing Authority, all groups, individuals and tenants using the facilities are required to restore the space to the condition they found it before the event. This will require cleaning all litter and excessive dirt to the extent that is practical. The group will agree to be responsible for any damages occurring during their event. Based upon past actions, the Authority may charge a security deposit prior to a group using the facilities. Continued violation of this condition may be grounds to deny future use of the facility.

No one using the facilities of the Housing Authority shall allow the use or sale of alcoholic beverages, drugs, smoking or other controlled substances on the premises.

In order to be sure that all tenants, agencies or groups using the Authority's facilities are aware of this policy and agree to comply with it, they shall be required to sign a copy of this policy

certifying their agreement to comply with it. A copy of the signed policy shall be kept on file in the Housing Authority's Office.

The San Saba Housing Authority also owns a considerable amount of property where buildings have not been constructed. Residents and their guests shall be entitled to ordinary and reasonable use of all outside areas (including recreational facilities, playgrounds, basketball courts, etc.) in accordance with the Lease and the Admissions and Continued Occupancy Policy. However, no resident, guest, or third party is authorized to any other use of any outside area on any San Saba Housing Authority property except in connection with official San Saba Housing Authority sponsored activities.

The San Saba Housing Authority is concerned that the outside areas of its properties not be used in such a way as to force residents into becoming "captive audiences" for activities and events which are not sponsored by the San Saba Housing Authority and are not deemed by the San Saba Housing Authority to be within the express or implied purpose of the Authority. It is specifically the intent of the Authority that the outside areas on its properties not be considered as a designated public forum or even a limited or nonpublic forum so as to require the San Saba Housing Authority to allow third parties to utilize or have access to such areas for activities and events that are not officially sponsored by the Authority.

## **COMMUNITY ROOM POLICY**

The use of the Facilities will be on a first come, first serve basis. However, Teague Housing Authority meetings or business of any nature shall have first preference for community room space.

The hours of availability are Sunday thru Thursday – 8:00am to 10:00pm, Friday and Saturday 8:00am to 12:00am. Any variance in this time table must be approved in advance by the Executive Director.

### **Community Room Rental:**

- The applicant desiring use of the facility must make this request to the THA office at least 3 days in advance if possible.
- The Executive Director or designee shall schedule the requested date, inspect the facilities, execute the agreement between the applicant and the THA, and collect a \$75.00 refundable security deposit. The deposit will be returned within 15 days of the event and only if the space is returned without damage, and cleaned. The security deposit must be submitted in the form of a money order or personal check, no cash will be accepted.
- A key to the front door will not be issued until the day of the function. If the function falls on a weekend the key will be issued on the last business day before the function. All keys must be returned to the office by noon on the next business day following the function. Failure to return the key within 48 hours will result in automatic forfeiture of the security deposit. Prior to receiving the key the applicant shall sign an agreement form acknowledging acceptance of the guidelines, intent to comply fully, and shall have paid the deposit to the THA office.
- Applicants signing the agreement form shall be responsible for opening and securing the facility. Also, the applicant signing the form must be present during the complete timeframe involving use of the room. In the event that the THA staff is required to open and/or close the facility, an additional charge of \$40.00 will be charged to cover the Authority's costs.
- CANCELLATIONS: Failure to give management a minimum of twenty-four (24) hours notice of reservation cancellation will result in a \$25.00 fee being charged against the \$75.00 security deposit. Failure to give any notice of cancellation will result in the full fee for the room rental being charged against the security deposit.
- Persons or organizations using the community room must pay for the replacement or repair of any equipment or keys made available to them which are broken or lost as a result of the activity.
- An inspection of the space shall be conducted by management, or its designated representative, before and after each use of the facility. Management shall have the responsibility for

determining whether damages have been caused and whether satisfactory janitorial work has been completed by the resident/user. Return of the facility in unsatisfactory condition shall cause the full deposit to become non refundable (NO partial refunds). Additionally, damages more than the security deposit will be billed to the resident/user.

- Request for children's activities must be made by an adult who will assume full responsibility for the activity and who must be present during the use. At no time will any activities conflict with the curfew laws for minors, or any other Federal, State, or local laws.
- All equipment, furniture, tables, chairs, etc. contained within the Community Room shall remain inside the building and shall not be removed for any reason.

## **RULES AND CONDUCT**

1. Resident/User is responsible for the conduct of persons attending the activity.
2. Resident/User will be responsible for cleaning the Community Room including the restrooms.
3. All chairs and tables must be returned to their original position. DO NOT DRAG CHAIRS OR TABLES ACROSS THE FLOOR.
4. All trash, bottles, or other materials must be discarded in the trashcan provided and deposited in the dumpster on site at the end of the event. Do not leave trash in the building.
5. Floors must be swept. Floors must also be mopped if any food is on floor or spills have occurred. (Broom and mop are provided and are in the storage closet. Empty mop bucket and store equipment in the manner in which you found it when done.)
6. Please leave dirty dishtowels, towels, etc in the kitchen sink – we do the laundry.
7. Kitchen area must be cleaned and restored to its original condition.
8. Please put all dirty dishes in the dishwasher and start the cycle. Any dishes that will not fit in the dishwasher must be washed and dried and put away.
9. All bathroom faucets and lights must be turned off prior to leaving. Bathrooms are to be left clean with no water running.
10. All windows and doors must be shut and secured prior to leaving.
11. The thermostat must be returned to its original setting prior to leaving.
12. The deposit will be forfeited if the facility is found in less than satisfactory condition.
13. No smoking is allowed in the building or within 25 feet of the building.
14. No alcohol or any controlled substance is allowed on the premises.
15. No gambling is allowed on the premises.
16. No pets are allowed, with the exception of licensed service animals.
17. No thumbtacks or any device that would leave a mark or make a hole in the walls, ceiling, doors, or any part of the facility are allowed.
18. Entertainment is allowed (such as musical groups, magicians, etc.) with the consideration of noise level.
19. Adult supervision is required at all events.
20. NO FIREARMS OR WEAPONS OF ANY TYPE ARE ALLOWED ON THA PROPERTY.

The Teague Housing Authority shall not be responsible for incidents stemming from the violation of these rules. The resident/user agrees to hold THA harmless in the event of any legal action pertaining to the violation of any laws of the City of Teague, the State of Texas, the Lease Agreement, these rules, or other laws or regulations.

### **CHARGES FOR USE OF ROOM**

Half day rental - \$40.00

Full day rental - \$75.00

Over four (4) hours (including setup and clean up) is considered a Full Day.

There is no room rental charge for the residents of the Teague Housing Authority. Residents are required to pay the \$75.00 deposit. All rules listed above apply to the residents of the Teague Housing Authority just as they apply to non-residents.

If there are any maintenance issues during the use of the Community Room, the individual who leased the room should call the Teague Housing Authority office at 254-739-2011. If the office is closed please leave a message and contact number with the answering service and someone will get back with you shortly.

# COMMUNITY ROOM REQUEST

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ Alternate Phone\_\_\_\_\_

Date of Request\_\_\_\_\_ Date of Event\_\_\_\_\_

Activity/Event or Purpose of Meeting\_\_\_\_\_

\_\_\_\_\_

Supplies Needed (Tables, Chairs, Etc.)\_\_\_\_\_

\_\_\_\_\_

Building Available: \_\_\_\_\_YES \_\_\_\_\_NO

\_\_\_\_\_

THA Representative

I acknowledge acceptance of the guidelines and intend to comply fully.

\_\_\_\_\_

Resident/User

I have received ONE (1) key to the front door of the facility.

\_\_\_\_\_

Resident/User

Amount Deposit Paid \$\_\_\_\_\_ Date\_\_\_\_\_

Amount Deposit Returned\$\_\_\_\_\_ Date\_\_\_\_\_



**Community Room Inspection Completed by THA management**

- ☐ All areas were left clean and organized. All equipment/appliances left in good operation and cleaned.
- ☐ Areas were left dirty.
- ☐ Equipment or appliances found in disrepair or dirty.
- ☐ Other

Comments\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Key returned to THA

- ☐ YES
- ☐ NO

Date\_\_\_\_\_Time\_\_\_\_\_

Received by\_\_\_\_\_

THA Staff

# Community Room Policy

## New Boston Property Management

Adopted: Resolution 2016-12; May 24, 2016

The Executive Director of the New Boston Property Management, responsible to the Board of Commissioners, shall manage usage of the Rice Street Community Room located at 303 Rice, New Boston, Texas. No more than 100 persons should occupy the Community Room at any given time. The Community Room is a Smoke-Free facility.

1. **PRIORITY OF USE:** Property Management activities will be given preference in use of the Community Room. Paying customers have precedence over Complimentary Use customers. Reservations will be accepted on a first come basis.
2. **COMPLIMENTARY USE:** Special provisions shall be made for meetings of recognized local civic and educational organizations. Recognized civic and educational organizations may use the facilities without fee or charge for sporadic meetings. Frequently scheduled meetings will not be considered without fee. Civic and educational organizational meetings are subject to all rules for the facility. The Executive Director shall determine complimentary use.
3. **DEPOSIT:** *A deposit fee of \$50.00 must be received before the facility will be reserved.* Deposit is refundable after use if all Housekeeping Requirements are met and key is returned promptly. *An additional deposit fee of \$50.00 must be received for use of the Television and VCR/DVD in the Activity Room.* This deposit is refundable after the confirmation of the presence of and no damage to both pieces of equipment and their remote controls. Both deposits may be combined or separate. Deposits shall be made in the form of a check, money order or debit/credit card receipt. Deposits returned via Agency check will not be available until regular weekly checks are produced.
4. **RESPONSIBLE PARTY:** The individual who makes the request for use of the building is responsible for the key, cleaning of the facility (including kitchen, bathrooms, and exterior area used), locking the building, resetting the thermostat, and returning of the key to the Property Management on the next business day.
5. **KEY RETURN:** Key may be returned in person or deposited in the drop box located on the east wall of the main entry doors to the Administration Building at 303 Rice Street. Key must be returned by the next business day. If not returned the deposit will not be returned.
6. **RENTAL FEES:** A rental fee of \$45.00 will be charged for use of the facility for a single block of time. Time blocks shall be 8:00 a.m. - 5:00 p.m. and 5:00 p.m. - midnight. Rental fee for both day and evening blocks is \$75.00. Rental fee for two consecutive days is \$120.00. When the facility is not in use nor scheduled for use by others, the specific hours of the time blocks *may* be altered by the Executive

Director. New Boston Property Management residents in good standing may rent the facility for personal use at \$20 per session or \$35 for both day and evening blocks. Property Management staff may occasionally reserve the facility without charge for personal use when not being rented and should not take priority over scheduled rental contracts. If rental fees are not received prior to room rental and the reservation has not been cancelled, the deposit will not be returned, and the facility will be made available to another party.

7. **USE FOR PROFIT:** Benefits, sales, fund raisers, or events with an admission charge not sponsored by the Property Management will be charged \$75.00 per single block of time. For on-going weekly rental only, businesses are charged \$50.00 per block of time due to their continued support of the Community Room.
8. **INSUFFICIENT/RETURNED CHECKS:** The Agency will assess a charge of \$35 for the cost of collection. For any individual that has a check returned for insufficient funds, all future-payments must be made by money order, cashier's check or debit/credit card. The Agency reserves the right to file collections of an insufficient check to a collection agency or the Bowie County District Attorney's office. Filing charges will be assessed.
9. **BILLS:** The Property Management will honor no bills unless previously approved in writing by the Executive Director.
10. **USE BY MINORS:** All reservations shall be made, and rental contracts executed by legal adults. If the facility is being rented for use by minors, names and phone numbers of chaperons - each accepting full responsibility - must be provided before a key will be released. At least one (1) chaperone will be required for every ten (10) minors anticipated to attend.
11. **PROHIBITIONS:** DRUGS AND ALCOHOL are prohibited on the premises. SMOKING is not permitted inside the building. GATHERING OF GROUPS outside the building, which creates a DISTURBANCE, is prohibited.
12. **RIGHT TO REMOVE:** The right is reserved to have any disorderly person or persons in possession of drugs or alcohol ejected from the premises.
13. **RIGHT TO DENY:** The Property Management reserves the right to deny use of the building to any person or organization that it deems unsuitable. Persons with a history of criminal activity, alcohol abuse, or drug related activity (use, sale or possession) may be denied use of the building. Persons who have been banned from Property Management property may not use the facility nor attend functions at it.
14. **DAMAGES AND CHARGES:** The deposit will be applied, and the balance billed to the person signing the contract for any damages, missing property, repairs or deodorizing necessary according to the following schedule. Smoking is not allowed inside any part of the facility.

- \$50 Failure to return keys by next business day following rental
- \$50 Altering or tampering with smoke alarms or security cameras
- \$50 Loss of remote control for audiovisual (TV/VCR/DVD) equipment
- \$20 Failure to reset the thermostat
- \$20 Leaving water on in kitchen or bathroom
- \$20 Cleaning kitchen (countertops, range, sink, refrigerator)
- \$10 Cleaning the floor
- \$10 Cleaning and storing tables or chairs
- \$10 Leaving lights on
- \$10 Trash that must be taken to dumpsters or garbage cans
- \$10 Not flushing the toilets
- \$.... Actual costs for repairs or replacements necessary due to use. Labor will be billed at established rates listed on the Schedule of Repairs and Other Charges.

15. **LIMIT ON INDOOR COOKING:** No deep fryers, grills or smokers may be used inside the building at any time.
16. **USE OF FURNISHINGS:** Furnishings are not for use outside the building. If chairs are set on the patio or under the pavilion during rental of room, they must be returned to storage before locking building. Any damage to chairs or furniture due to use outside will be the responsibility of the individual or organization renting the facility.
17. **END TIMES:** Events shall not begin before 8:00 a.m. With the possible exception of New Year's Eve, all events inside the buildings shall end before midnight. All outside activities must end by 10:00 p.m. out of consideration for nearby residents.
18. **OUTDOORS USE:** Public Address/Speaker Systems may not be used outside the building at any time.
19. **DECORATING:** No tacks or tape may be used on the walls, trim, windows or ceiling of the facility. Only damage-free hanging hooks or strips such as *Command Strips®* may be used.
20. **RESERVATIONS:** Reservations for usage of the Community Room and facilities are to be made with the Executive Director or his/her appointed assistant at the office of the Property Management located at 303 Rice, New Boston, Texas. No reservation will be taken earlier than twelve (12) months in advance. Reservations will be made on a first come first served basis. **Deposit must be made before the facility will be reserved on the books.** Key to the facility may be picked up at 303 Rice Street up to three days prior to use of the facility. If the key is not received by close of the last business day before the activity and the activity did not take place, the deposit will not be returned. If a Property Management staff is called out to unlock the doors or pick up the keys, this will result in not returning the entire deposit.

21. **CANCELLATIONS:** A full refund of the Deposit and any Rental Fees paid will be made if a written cancellation is received by the Property Management not less than three (3) calendar days before the scheduled event. Cancellations received less than three (3) calendar days, prior to the reservation will receive a refund of only Rental Fees paid. Cancellations after the reservation time will forfeit both Deposit and Rental Fees.
22. **UNDEFINED USE:** If use for a specific function or group is not defined in these rules and is questioned by the Executive Director, it shall be presented to the Board of Commissioners for approval before the date is reserved. (The wait for consideration by the Board of Commissioners at a regular meeting could take up to 60 days.)
23. **WAIVER OF H.A. LIABILITY:** The Property Management WILL NOT BE responsible for any personal property left in the building nor to vehicles parked on or near the property.

### **GENERAL HOUSEKEEPING RULES**

Whether rented or used complementary, the Community Room must be left clean after each use. Keys should be returned immediately.

1. Janitorial Service, if required or requested, will be withheld from deposit or charged to the organization according to the. Schedule of Repairs and Other Charges posted on the bulletin board in the lobby. Any balance due will be billed to the individual/organization reserving the facility.
2. Building, including kitchen, bathrooms and corridor, must be left clean after use. This includes arranging or storing the furniture to its original location, picking up, sealing all trash in garbage bags and depositing in garbage cans at street, flushing the toilets, cleaning the kitchen, wiping clean all tables and chairs, sweeping the floors, turning off all lights and water, and resetting the thermostat to:

November – February	68° - heat - Auto
March – October	75° - cool - Auto

3. Each organization or individual using the kitchen must leave the kitchen thoroughly clean and in order. All foods, bags of ice and other personal items must be removed from kitchen on date of use. All utensils, dishes and silverware must be washed and stored in their proper places. Dishwasher detergents are available in the kitchen cabinets. A broom will be in the storage room. Trash bags are located under the sink. Paper towels are provided.
4. SMOKING IS PROHIBITED IN THE BUILDING AT ALL TIMES.

**RENTAL CONTRACT  
KERSEY FAMILY CENTER  
BRIDGEPORT HOUSING AUTHORITY**

THIS CONTRACT IS BETWEEN \_\_\_\_\_  
(LESSEE/PERSON/ORGANIZATION) AND THE BRIDGEPORT HOUSING AUTHORITY  
FOR THE RENTAL OF THE KERSEY FAMILY CENTER.

UPON SIGNING THIS CONTRACT, SAID LESSEE AGREES TO THE FOLLOWING  
RULES, REGULATIONS AND POLICIES SET FORTH BY THE BRIDGEPORT HOUSING  
AUTHORITY.

- A.) LESSEE AGREES TO EXEMPT THE BRIDGEPORT HOUSING AUTHORITY, ITS OFFICERS, MEMBERS, EMPLOYEES AND ITS BOARD OF COMMISSIONERS AND ANY OTHER AFFILIATED PERSONNEL OR ORGANIZATION FROM ANY AND ALL CLAIMS, INCLUDING THOSE OF STRICT LIABILITY, DEMANDS, DAMAGES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEY FEES FOR THE DEFENSE THEREOF, ARISING FROM THE CONDUCT OR MANAGEMENT OF LESSEE'S ACTIVITIES IN THE LEASED PREMISES OR FROM ANY BREACH ON THE PART OF THE LESSEE OF ANY CONDITIONS OF THIS LEASE, OR ANY ACT OF NEGLIGENCE OF LESSEE, HIS AGENTS, CONTRACTORS, EMPLOYEES, IN OR ABOUT THE LEASED PREMISES. IN CASE OF ANY MOTION OR PROCEEDING BROUGHT AGAINST LESSOR BY REASON OF ANY SUCH CLAIM, LESSEE, UPON NOTICE FROM ANY OF THE ABOVE LESSORS, COVENANTS TO DEFEND SUCH ACTION OR PROCEEDINGS BY COUNCIL ACCEPTABLE TO THE BRIDGEPORT HOUSING AUTHORITY, ITS OFFICERS, MEMBERS, OR BOARD OF COMMISSIONERS, AND ANY OTHER AFFILIATED PERSONNEL OR ORGANIZATION.
- B.) **NO ALCOHOLIC BEVERAGES ARE TO BE BROUGHT ON THE PREMISES. IF ANY ALCOHOL IS DISCOVERED, THE KEY DEPOSIT WILL NOT BE RETURNED.**
- C.) **NO SMOKING IS ALLOWED WITHIN 25 FEET OF ANY BUILDING OR PLAYGROUND OF THE BRIDGEPORT HOUSING AUTHORITY.**
- D.) A DEPOSIT (\$50) AND RENT (\$50/\$100) MUST BE PAID IN FULL BEFORE THE BUILDING IS LEASED. A \$50.00 KEY DEPOSIT WILL BE REQUIRED AT THE TIME THAT A KEY IS DISPENSED. TO BE PAID BY MONEY ORDER OR CASHIER CHECK. THE KEY DEPOSIT WILL BE RETURNED WHEN THE KEYS ARE RETURNED TO LESSOR ONLY IF THE FACILITIES ARE CLEANED, NO DAMAGES HAVE BEEN INFLICTED AND ALL ITEMS ARE ACCOUNTED FOR. **NO REFUNDS WILL BE GIVEN IF FACILITIES ARE DAMAGED OR NOT CLEANED TO THE INSPECTORS SATISFACTION OR IF ITEMS ARE MISSING OR USED WITHOUT PROPER CONSENT.** A BRIDGEPORT HOUSING AUTHORITY REPRESENTATIVE WILL INSPECT THE FACILITY PRIOR TO THE RETURN OF KEYS OR WITH THE LESSEE AT TIME OF KEY RETURN. **IF DAMAGES OCCUR AND THE DOLLAR AMOUNT EXCEEDS THE AMOUNT OF KEY DEPOSIT, THEN LESSEE WILL BE HELD LIABLE FOR THE EXCESS DOLLAR AMOUNTS.** Tenants pay no deposit but are responsible for any damages.
- E.) THE BRIDGEPORT HOUSING AUTHORITY MAY AT THEIR DISCRETION, REQUIRE THE PRESENCE OF A HOUSING MEMBER, STAFF MEMBER OR A POLICE OFFICER AT AN ACTIVITY IF IT IS DEEMED NECESSARY BASED ON THE TYPE OF ACTIVITY OR PREVIOUS EVENTS. **THE LESSEE IS RESPONSIBLE FOR ANY PAYMENT OR FEE FOR THESE PERSONS.**
- F.) THE BRIDGEPORT HOUSING AUTHORITY RESERVES THE RIGHT TO DENY A PERSON OR ORGANIZATION OF LEASING OF BUILDING FACILITIES IF A PLANNED ACTIVITY IS THOUGHT TO POSE A DANGER OR THREAT TO THE FACILITY OR RESIDENTS.
- G.) **LESSEE IS TO USE ONLY THE KERSEY FAMILY CENTER AND NOT THE PLAYGROUND OR OTHER BUILDINGS. LESSEE IS TO ACT IN A MANNER THAT WOULD NOT DISTURB CURRENT RESIDENTS OR THEIR PROPERTY.**
- H.) NO TABLES OR CHAIRS OR OTHER FURNITURE IS TO LEAVE THE KERSEY CENTER. NO EXISTING FOOD, UTENSILS, OR SUPPLIES ARE TO BE USED WITHOUT PRIOR CONSENT. TABLES TO BE LEFT AS FOUND.
- I.) ANY VIOLATION, IN FULL OR IN PART, OF THE ABOVE RULES, REGULATIONS AND POLICIES BY LESSEE OR OTHERS ASSOCIATED WITH THE LESSEE, ENTITLES THE BRIDGEPORT HOUSING AUTHORITY TO TERMINATE THIS CONTRACT, WITHOUT THE RETURN OF DEPOSIT, AND DENY FUTURE USE OF THE FACILITIES.

City of Bridgeport Housing Authority 1508 Cobb Street, Bridgeport, Tx. 76426

REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_  
LESSEE \_\_\_\_\_ DATE \_\_\_\_\_

**CLEAN –UP CHECK LIST FOR THE KERSEY FAMILY CENTER**

**THESE ITEMS MUST BE COMPLETED AFTER USING THE KERSEY FAMILY CENTER, OR THE DEPOSIT WILL NOT BE RETURNED.**

**KEEP THIS LIST WITH YOU AND REPORT ANY DAMAGES THAT MAY HAVE OCCURRED DURING YOUR RENTAL TIME**

- 1. TABLES AND CHAIRS SHOULD BE LEFT AS THEY WERE FOUND. DO NOT DRAG TABLES OR CHAIRS AS THIS DAMAGES THE FLOORS.**
- 2. WIPE DOWN ALL TABLES AND CHAIRS.**
- 3. WIPE DOWN ALL KITCHEN COUNTER TOPS AND KITCHEN SINK.**
- 4. IF THE OVEN OR MICROWAVE ARE USED, WIPE OUT THE INSIDE OF THE MICROWAVE AND THE BOTTOM OF THE OVEN, ALSO WIPE THE OUTSIDE OF THE OVEN AND MICROWAVE.**
- 5. MAKE SURE THAT ALL APPLIANCES ARE TURNED OFF.**
- 6. IF KITCHEN RANGE IS USED WIPE AROUND ALL BURNERS AND IN THE BURNER CATCH PANS.**
- 7. SWEEP THE BATHROOM, HALLWAY, KITCHEN AND MAIN AREA FLOORS. WET MOP ALL FLOORS.**
- 8. BATHROOM SINKS AND TOILETS MUST BE CLEANED AND WIPED DRY. BATHROOM TRASH MUST BE REMOVED.**
- 9. CLEAN FRONT DOORS IF NEEDED.**
- 10. ALL TRASH MUST BE REMOVED FROM THE PREMISES. PROVIDE YOUR OWN TRASH BAGS.**
- 11. NO USE OF OTHER FACILITIES (PLAYGROUND, LAWN ETC.).**
- 12. NO USE OF ANY DISHES, LINENS OR SUPPLIES IN BUILDING.**
- 13. MAKE SURE THAT ALL DOORS ARE LOCKED. BACK DOOR MUST BE TIGHTLY SHUT.**
- 14. THE THERMOSTAT SHOULD BE SET AT 85 IN SUMMER AND 55 IN WINTER.**
- 15. LOCK FRONT DOOR UPON LEAVING. RETURN KEY ALONG WITH CHECK OUT LIST TO MANAGER FOR DEPOSIT REFUND APPROVAL.**

**THANKS FOR YOUR COOPERATION. WE WANT THIS TO BE A CENTER THAT YOU WILL ENJOY AND BE PROUD OF. BRIDGEPORT HOUSING AUTHORITY**

# **Villa Sandoval-Longoria**

## **Villa San Juanita Rutledge**

### **Community Room Policy**

The Housing Authority of the County of Hidalgo, Texas has hereby adopted the following policies and procedures for the use of the community room facilities at Villa Sandoval-Longoria located at 1102 Lilia Drive, Weslaco, TX and Villa San Juanita Rutledge located at 1200 N. Standard, San Juan, TX.

**Residents of the Villa Sandoval-Longoria and Villa San Juanita Rutledge developments may rent the community room. The tenants of these two developments will not be charged a rental fee, but are responsible to pay a \$50.00 deposit fee that may be returned provided there are no damages and the room is cleaned. Rental time for residents will be limited to four (4) hours. Tenants must abide by the following policies and procedures:**

The Room Rental Agreement must be completed in advance and accompany signed policies and procedures form before reservation can be secured.

- ❖ The following must be submitted or confirmed one month prior to the rental:

Rental times

Number of guests

Balance of rental paid in full

- ❖ Decorations may be taped to walls. Balloons may be used.
- ❖ Use of glitter, confetti, candles, moon jumps, piñatas or BBQ pits are prohibited.
- ❖ Tables and chairs are to be arranged in the same way the community room was set up before use.
- ❖ Floors will be swept and mopped before leaving the room.
- ❖ There are no dumpsters available; therefore, the Renter is responsible of removal of all of their trash.
- ❖ Children must be supervised at all times. Children are not permitted to enter rooms not contracted on rental agreement. Children may not play with drinking fountains.
- ❖ Renter is responsible for all damages incurred to the facility during the rental period. Pending no damages to the room or facility and no violation of the contract, the deposit will be refunded within 14 business days after the rental. If damages exceed the deposit amount, renter will be billed and will be prohibited from renting the facility in the future.
- ❖ **Smoking is not permitted anywhere inside or outside the building.**
- ❖ **Alcoholic beverages are not allowed anywhere inside or outside the building.**



- ❖ Political meetings and religious gatherings of any kind are not allowed in the community room.
- ❖ Commercial ventures and/or activities are not allowed in the community room.
- ❖ All persons must be exited from the room by the contract time. This includes guests, contracted services and renter. Rentals must be completed no later than 8:00 PM. Occupancy of the rental area later than stated on the contract will result in forfeiture of the deposit and additional fees at a rate of \$25.00 per 30-minute period. The renter will be responsible for these fees.
- ❖ All items that have been brought in by the renter or contracted providers for the function must be removed from the facility by the end of the rental time. The Housing Authority will not be responsible for any item left at the facility by either the renter or the persons/contractors providing services for the rental party. Items for functions cannot be stored overnight.
- ❖ Use of the kitchen and restrooms are allowed and must be kept clean at all times. You must bring in your own toilet paper and paper towels.
- ❖ Seated capacity for VSL Community room is 49. Seated capacity for VSJR Community room is 20. Event activities must remain inside of the building. There shall be no gathering outside the building or in the parking lot areas.
- ❖ Renter and all guests must conduct themselves in a manner which will not disturb the neighbors' peaceful enjoyment of their homes and renter must maintain the room in safe and sanitary condition at all times.

**The Community Room may also be rented to any employee of the Housing Authority of the County of Hidalgo with prior approval of the Executive Director. The employee will be charged a fee of \$50.00 to use the facility. The employee will be issued a key to unlock and lock the door and will be responsible for 100% for the use of the room and any damages that may occur. In addition to the rental fee, the employee will be responsible for paying a \$50.00 deposit that is refundable, provided there are no damages and the room is cleaned. The employee will follow all policies and procedures.**

Date/Time of Rental: \_\_\_\_\_

Address of Community Room: \_\_\_\_\_

The undersigned hereby assumes personal and individual liability of the Renter and the renter's guests for any damages to the facility or equipment occurring through or during the occupancy or use of the facility. The undersigned will leave the facility in a condition as good as or better than originally found. The undersigned personally and individually accepts liability for all repairs to the facility and/or repairs or replacement of any equipment in the event of damage.

\_\_\_\_\_ Date \_\_\_\_\_  
Renter (Printed Name)

\_\_\_\_\_ Amount Paid \_\_\_\_\_  
Signature

\_\_\_\_\_ Deposit \_\_\_\_\_  
Phone Number

For Office Use Only: Housing Authority Employees Only

Attach the Memo submitted to Executive Director with signed approval.

# Buffalo Housing Authority

## COMMUNITY ROOM RENTAL USE

I request permission to use the Community room on [Date]\_\_\_\_\_

From \_\_\_\_\_ am/pm till \_\_\_\_\_ am/pm for a/an

- \_\_\_\_\_. [event]

I accept full responsibility for any and all damages [if any] and understand that

I will be responsible for the cleaning of kitchen, large room, bathrooms, outside areas as needed /used.

I will sweep/mop if needed.

Stove and sink will be cleaned as needed.

No alcohol or firearms on the premises.

Trash will be collected and put in trash bin outside.

Key will be put in office box after use.

Name\_\_\_\_\_

Phone Number\_\_\_\_\_

Signed \_\_\_\_\_

Donations accepted for use

ED \_\_\_\_\_

Date \_\_\_\_\_

**Harry O. Gibson Center**  
**712 Forest St., Yoakum, TX 77995**  
**Phone: (361) 293-5241**

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Rental	\$50.00
Deposit	\$75.00

Fire Marshall Capacity: 100 people

**CONTRACT**

Rental is based on a daily basis of 8:00 a.m. to 12:00 midnight. If you wish to bring items in the night before, you must rent the Center for two days, if available.

**Cancellation Policy:** In order to receive a full refund, notice must be given to this office thirty (30) days in advance of the event. For a partial refund, ½ (half) of the deposit, notice must be given to this office eight (8) to twenty-nine (29) days before the event and the center is able to be rented to another event. No refund will be given if the center was NOT able to be rented to another event AND/OR the event was cancelled within seven (7) days of the event. Cancellations due to an emergency will be considered for a refund on a case-by-case basis.

The following items must be done before, during and after the event in order for your deposit to be returned. If not left in good order, \$7.00 per hour will be charged for cleaning.

1. All tables must be wiped clean. Gum, tape, etc. must be removed.
2. All chairs must be wiped clean and folded. The chairs then should be stacked against the wall. Gum, tape, etc. must be removed.
3. The floors must be clean. This includes sweeping, mopping with warm water and cleaning all black marks from the floor. Mopping requires that the water be changed when it gets dirty. Broom, mop, mop bucket and soap are furnished. Mop should be rinsed with clean water when finished, wrung out and hung to dry on the clip in the utility closet.
4. If you use the oven or stove and spill ANYTHING, CLEAN IT UP!
5. Attachments to walls are allowed with tape and stick pins only. No staples, tacks, nails, etc.
6. If the room dividers get sticky or something is spilled on them, wipe them down.
7. DO NOT ATTACH ANYTHING TO CEILING FANS OR STRINGS.
8. DO NOT ATTACH ANYTHING TO CEILING LIGHT FIXTURES.
9. DO NOT SIT OR STAND ON TABLES. If you must attach anything higher than you can reach, bring a stool or ladder.
10. DO NOT STAND ON CHAIR. The chairs are not made to be stood upon and could cause injury.
11. According to City Ordinance, there is a No Smoking Policy for all public buildings and therefore no smoking is allowed in this building or within 12 feet of any entrance.
12. If you have keg beer, you need to place them on the patio porch or bring a carpet, etc. to put under the container. Do not drag the container across the floor inside the building.
13. The restrooms need to be cleaned. Make sure that the trash is removed and discarded.
14. Glitter and confetti are not to be used, unless you choose to get on your hands and knees and clean it up! **NO SILLY STRING!!**
15. Place trash in the provided receptacles. **PLEASE PUT ANY LIQUID DOWN THE SINK BEFORE YOU DISCARD CUPS, GLASSES, FOOD, ETC.** Double-bag the trash, tie it at the top and leave in the utility closet. **DO NOT PLACE TRASH BAGS OUTSIDE OR PUT TRASH IN THE RESIDENT'S BLUE CITY TRASH RECEPTACLES.**
16. If the Police are called for a disturbance, you may lose the privilege of renting the Center again. This will be considered on a case-to-case basis.

Harry O. Gibson Center Contract

17. If there are damages in excess of your deposit, you will pay for all of the damages caused by you or your guests. This may also result in you not being able to rent the Center again.
18. If the air conditioner/heater is left on overnight or over the weekend, you will be required to pay \$10.00 per hour for utilities. The building cools/heats quite rapidly. Please do not turn the units on more than two hours before your function. Special requests will be considered. **When leaving, make sure that the units are in the OFF position unless instructed differently by Housing Authority staff; i.e., potential freeze. There is no per hour charge for utilities at this time.**
19. If the outside area is used, police the area and pick up any trash. If children are present at your function, someone needs to be outside with them. The back area is fenced so they may play out there. No climbing on the trees, damaging the outside of the building, etc. will be tolerated.
20. The Store Room should remain locked at all times. The table and chair caddies are **NOT** to be removed from this room for any reason. Children are not to play in the Store Room.
21. Check that all the doors are locked. The only lock is the dead bolt for double solid doors and kitchen door. If the French doors are opened, relock them. If windows are opened, they must be closed and locked.
22. SECURITY: This is a public building owned by the Housing Authority of the City of Yoakum. The Police may enter this building at any time. This is for everyone's protection. You may hire a Security Guard if you feel it is necessary for your function. The Housing Authority procures a Security Guard for periodical surveillance throughout the year. If approached by a Uniformed Security Guard, please be cooperative. A Housing Authority employee may enter your function at any time, but must identify themselves to the lessee upon entrance.
23. There is a telephone in the hall for your local use and emergencies. Long distance has been blocked, but you should be able to use this with a phone card or access code.
24. All functions are to end by midnight. This means you will have cleaned and vacated the building by midnight.
25. **REMEMBER: THIS IS A SENIOR CITIZEN RESIDENTIAL AREA. ALL NOISE SHOULD BE INSIDE THE CENTER.**
26. Keys are to be returned following your event. Check all doors and place the key in the mail slot on the Office door. Your deposit will not be returned until the key is in this office.
27. Weekend and holiday rentals must pick up the key **BEFORE NOON on Friday**. It is your responsibility to get the key from this office. Employees will not be bothered to come back to give you a key if you have forgotten to get it.
28. A Security Deposit and signed contract are required to keep your date reserved.
29. If you rent the Center from year-to-year for a certain event, you must notify this office and give a name, phone number and contact person. If you do not verify a date, we will not be held responsible if the Center is rented to someone else.
30. Church and religious organizations may rent the Center for special events, committee meetings, etc. You may not hold actual church services, bible studies or prayer meetings. If theology/beliefs of that particular group are being taught, it cannot be used for this purpose. Grace before a meal, singing songs and the like are permissible.

The Harry O. Gibson Center is just the right size for a number of functions. The Housing Authority office would like to keep it nice and accessible for our tenants and the public. If you encounter a problem, you may call Mrs. Pohl at 293-1506 or Mr. Sanchez at 293-7358. Your cooperation is appreciated!

BY SIGNING THIS FORM, YOU ARE AGREEING TO ALL OF THE TERMS AND CONDITIONS OF THIS CONTRACT.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Deposit \$\_\_\_\_\_ Cash / Check Date paid \_\_\_\_\_

Rental \$\_\_\_\_\_ Cash / Check Date paid \_\_\_\_\_

Key Returned \_\_\_\_\_ Returned Deposit \_\_\_\_\_

Housing Authority Representative \_\_\_\_\_ Date \_\_\_\_\_

Inspection Before \_\_\_\_\_

Inspection After \_\_\_\_\_

Harry O. Gibson Center Contract

Activity Planned\_\_\_\_\_

Date of Event\_\_\_\_\_

Name\_\_\_\_\_

2<sup>nd</sup>

Name\_\_\_\_\_

**BY SIGNING THIS FORM, YOU ARE AGREEING TO ALL THE TERMS AND CONDITIONS OF THIS CONTRACT!**

Times: In\_\_\_\_\_ Out\_\_\_\_\_

Approximate Number of People\_\_\_\_\_

\_\_\_\_\_  
*Signature of Renter* *Date*

\_\_\_\_\_  
*Housing Authority Representative* *Date*

Address\_\_\_\_\_

Telephone Number Where You Can Be Reached:

\_\_\_\_\_

\_\_\_\_\_

2<sup>nd</sup> Number \_\_\_\_\_

Deposit \$\_\_\_\_\_ Cash / Check Date paid\_\_\_\_\_

Inspection Before\_\_\_\_\_

Rental \$\_\_\_\_\_ Cash / Check Date paid\_\_\_\_\_

Inspection After\_\_\_\_\_

Key Returned\_\_\_\_\_ Returned Deposit\_\_\_\_\_

**NOTES, REQUESTED SET-UP, ETC.:**

POLICY FOR USE OF COMMUNITY CENTER  
RESOLUTION 347  
ADOPTED AUGUST 19, 2014

Either community center will be available to the residents once a year for their use at no charge. Other users must rent either building at a cost of \$50.00 for up to 6 hours and an additional \$50.00 if going over that.

The usage of either building will be on a reserved basis, with all the reservations being made at the Housing Authority Office at 202 N. Houston Street. Reservations will be made on a first come, first served basis. The key can be picked up one or two days before the scheduled rental date and must be returned no later than two days after the rental date.

Persons using the building will be responsible for cleaning it up and leaving it as they found it. Any expenses incurred by the housing authority for repairing damages or cleaning the building to return it to its original condition will be charged to the person signing the rental contract.

The furnishings and supplies in the community centers must be left inside the buildings. Anyone removing anything from the buildings will be charged with theft. No furniture in either center is designed for outdoor use and none is to be carried outside the buildings.

Any questions pertaining to the use of these buildings are to be directed to the Executive Director at 202 N. Houston Street, P.O. Box 25, Edgewood, 903 896-4655.

\*\*\*\*\*

I \_\_\_\_\_ wish to rent the Edgewood  
Community Center located at \_\_\_\_\_ on  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. I have  
read the above policy and hereby agree to its stipulations.

\_\_\_\_\_  
Signature

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_



**COMMUNITY CENTER RENTAL POLICY**

The Executive Director, or designee, shall be responsible for scheduling groups into the Community Center. Groups may be regularly scheduled for specific time and space on a continuing basis with the written permission of the Executive Director. This permission shall be subject to revocation by Double Mountain Property Management at any time. The Administrative Staff of the Double Mountain Property Management is responsible for the proper utilization of the Community Center and all other common-use space.

Each group renting the Community Center will pay a non-refundable set-up fee of \$50.00 at the time of booking and designate someone from their group to assist management staff with the room set-up. If the renters decide after the room set-up is complete that tables and chairs need to be re-arranged, care must be taken to avoid damage to the flooring. Any damage resulting from any re-arrangement after the set-up by Double Mountain Property Management staff will be the financial responsibility of the renters.

Each group renting the Community Center will pay a non-refundable cleaning fee of \$50.00 at the time of booking. Double Mountain Property Management staff will be responsible for the removal and storage of all tables and chairs. Renters will be responsible for removing their belongings and trash at the conclusion of their event and Double Mountain Property Management staff will perform all cleaning.

At the conclusion of the event at the Community Center, the renter will deposit the key into the drop box located by the Double Mountain Property Management office door. Double Mountain Property Management staff will check for the key the following day. If the key is not in the drop box, the renter will be charged \$50.00 per day until the key is returned to the Double Mountain Property Management office. If the renter does not pay these additional charges, the renter will not be allowed to rent the Community Center for future events.

**UNDER NO CIRCUMSTANCES WILL RENTERS PUT ANY TYPE OF FLOOR CLEANER ON THE FLOORING IN THE COMMUNITY CENTER MAIN ROOM, STAGE, KITCHEN OR BATHROOMS. ANY DAMAGE CAUSED TO THE FLOORING IN THE COMMUNITY CENTER WILL BE THE FINANCIAL RESPONSIBILITY OF THE RENTER. DOUBLE MOUNTAIN PROPERTY MANAGEMENT WILL TAKE WHATEVER LEGAL MEANS NECESSARY TO RECOVER DAMAGES TO THE COMMUNITY CENTER.**

In order to be sure that all agencies or groups using the Community Center are aware of this policy and agree to comply with it, they shall be required to sign a copy of this policy certifying their agreement to comply with it. A copy of the signed policy shall be kept on file in the Double Mountain Property Management office.



## COMMUNITY CENTER RULES

Below are the rules for the Community Center rental from Double Mountain Property Management as adopted by the Double Mountain Property Management Board of Commissioners. Please review each rule carefully. If you have any questions regarding this information, please call the Double Mountain Property Management office at 325-735-3613.

**Failure to follow the Rules will result in denial of future rental of the Community Center.**

1. Adult supervision is required at all events.
2. Smoking is prohibited within 25 feet of the building.
3. The use of tape or staples for decorations is prohibited. Hooks are installed along the walls and across the ceiling for hanging lights and decorations. Hooks are not to be moved or removed. Free-standing decorations are also allowed.
4. Sound baffles are installed on hooks across the ceiling to reduce the echo in the room. The baffles are not to be moved or removed.
5. All trash, bottles, or other materials must be discarded in the trashcan.
6. Alcoholic beverages are permitted.
7. Range is to be used for heating food only--**NO COOKING.**

**All attendees' actions are the responsibility of the renter.**

## COMMUNITY CENTER RENTAL RATES

Non-refundable Set-up Fee \$50.00

Non-refundable Clean-up Fee \$50.00

1-6 hours - \$100.00

All day or any event including a band or DJ or any type of music -\$150.00

Groups that schedule events and reserve the Community Center for additional days for decorating will be charged \$50.00 per day for each day that the Community Center is reserved for decorating.

Responsible community agencies conducting educational, health, or welfare programs to meet the needs of the community, whose purpose is non-income producing, may rent the Community Center for this purpose without paying the rental charge. However, these agencies must pay the non-refundable setup fee and the non-refundable cleaning fee.

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PRINTED NAME OF RENTER

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SIGNATURE OF RENTER

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DATE

## COMMUNITY CENTER DAMAGE CHARGES

24" X 24" X 2" SOUND BOARD	\$100.00 EACH
24" X "48" X 2" SOUND BOARD W/PICTURE	\$250.00 EACH
SOLID SURFACE COUNTERTOP	\$2,500.00
CLOCKS	\$25.00 EACH
BATHROOM WALL DECORATIONS	\$75.00 EACH
FORMICA DAMAGE	REPLACEMENT COST
FLOOR DAMAGE	REPLACEMENT COST
PATIO CHAIR	\$50.00 EACH
PATIO TABLE	\$100.00 EACH
PLANTERS	\$100.00 EACH
MORROCAN LANTERNS	\$50.00 EACH
LEVELOR BLINDS	\$150.00 EACH
MOVING HOOKS & SOUND BAFFLES	\$250.00
SOUND BAFFLE REPLACEMENT	REPLACEMENT COST
TRASH CANS	\$75.00 EACH
BENCH	REPLACEMENT COST
HANDICAP PARKING SIGNS	\$75.00 EACH
RANGES	REPLACEMENT COST
REFRIGERATORS	REPLACEMENT COST
MICROWAVE	REPLACEMENT COST
PATIO PAD LOCKS	\$10.00 EACH
PATIO LOCK CHAIN	\$30.00
COMMUNITY CENTER DOOR LOCK	\$150.00
WALL DAMAGE	\$25.00 SF
MISC. HARDWARE	\$25.00
CABINET	REPLACEMENT COST
FLOORING	REPLACEMENT COST/ \$75.00 MINIMUM
CEILING DAMAGE	ACTUAL COST

## REQUEST FOR COMMUNITY CENTER USE

Name



## **POLICY FOR USE OF COMMUNITY CENTER**

### **A. PURPOSE**

THIS POLICY OUTLINES THE DENISON HOUSING AUTHORITY'S RULES AND PROCEDURES FOR THE USE OF THE COMMUNITY CENTER. THE COMMUNITY CENTER AND FACILITIES ARE TO BE USED FOR THE WELFARE OF THE COMMUNITY AND THE ENRICHMENT OF FAMILY LIVING. RESIDENTS ARE OUR FIRST CONSIDERATION IN THE USE OF THE COMMUNITY CENTER.

### **B. POLICY**

#### **GENERAL REQUIREMENTS FOR USE OF THE COMMUNITY CENTER**

1. USE OF THE COMMUNITY CENTER SHALL BE RESERVED FOR PROGRAMS OR SERVICES THAT CONTRIBUTE TO THE HEALTH, EDUCATION, RECREATION, AND WELFARE OF THE RESIDENTS AND COMMUNITY.
2. GROUP PROGRAMS AND ACTIVITIES CONDUCTED IN THE COMMUNITY CENTER SHALL BE OPEN TO ALL RESIDENTS OF THE DENISON HOUSING AUTHORITY.
3. PUBLIC AGENCIES PROVIDING PROGRAMS TO BENEFIT THE RESIDENTS OF THE HOUSING AUTHORITY MAY USE THE COMMUNITY CENTER. AUTHORIZATION BY HOUSING AUTHORITY MANAGEMENT IS REQUIRED.
4. RESIDENTS REQUESTING PRIVATE GATHERINGS (BIRTHDAY, BABY SHOWER, ETC) AT THE COMMUNITY CENTER MUST HAVE MANAGEMENT APPROVAL.
5. EMPLOYEES OF THE AUTHORITY MAY BE PERMITTED TO USE THE COMMUNITY CENTER AND MUST HAVE MANAGEMENT APPROVAL.

#### **C. PURPOSES FOR WHICH THE COMMUNITY CENTER MAY NOT BE USED**

1. POLITICAL GROUPS OR MEETINGS;
2. PROFIT MAKING ACTIVITIES (EXCEPT FOR RESIDENT COUNCIL ACTIVITIES) NO GROUP WILL BE PERMITTED TO USE THE COMMUNITY CENTER FOR THE PURPOSE OF RAISING FUNDS FOR ANY PURPOSE, OR FOR ANY ACTIVITY WHERE AN ADMISSION FEE IS CHARGED.
3. YOUTH OR CHILDREN'S GROUPS EXCEPT WITH ADULT SPONSORSHIP AND SUPERVISION;
4. ILLEGAL, IMMORAL, OR PARTISAN POLITICAL PURPOSES, CANDIDATES RUNNING FOR ELECTED OFFICES, NOR FOR ANY ACTIVITY WHICH, IN THE OPINION OF THE AUTHORITY, MAY BE DETERIMENTAL TO THE BEST INTEREST OF THE SITE AND COMMUNITY.

5. NO SIGNS, POSTERS, OR ADVERTISING DISPLAYS OF ANY KIND MAY BE DISPLAYED IN THE COMMUNITY CENTER WITHOUT THE PERMISSION OF THE EXECUTIVE DIRECTOR.

**D. CHARGES**

THE COMMUNITY CENTER AND FACILITIES ARE MADE AVAILABLE WITHOUT CHARGE FOR RESIDENTS, INDIVIDUALLY OR RESIDENT GROUPS, AND TO CIVIC AND WELFARE GROUPS ONLY WHEN APPROVED BY THE EXECUTIVE DIRECTOR FOR TRAINING AND EDUCATIONAL PURPOSES.

A REFUNDABLE SECURITY DEPOSIT IN THE AMOUNT OF \$75.00 WILL BE CHARGED FOR INDIVIDUAL RESIDENTS USE OF THE COMMUNITY CENTER. THE DEPOSIT WILL BE REFUNDED ONLY UPON ACCEPTABLE INSPECTION OF THE COMMUNITY CENTER BY MANAGEMENT AFTER USE.

RESIDENTS MAY RESERVE THE COMMUNITY CENTER FOR INDIVIDUAL USE FOR A PERIOD OF THREE(3) HOURS.

**E. HOURS FOR INDIVIDUAL RESIDENT USE**

MONDAY - THURSDAY	5:00 P.M. - 8:00 P.M.
FRIDAY & SATURDAY	8:00 A.M. - 9:00 P.M.
SUNDAY	8:00 A.M. - 8:00 P.M.

**F. SCHEDULE**

A MONTHLY SCHEDULE WILL BE MAINTAINED BY HOUSING AUTHORITY MANAGEMENT OF ALL ACTIVITIES SCHEDULED AT THE COMMUNITY CENTER. RESIDENT USE REQUESTS MUST BE APPROVED IN ADVANCE.

**G. RULES AND REGULATIONS OF THE COMMUNITY CENTER**

1. NO SMOKING IN OR WITHIN 25 FEET OF THE BUILDINGS IS ALLOWED.
2. NO ALCOHOLIC BEVERAGES MAY BE USED IN OR ON THE GROUNDS OF THE COMMUNITY CENTER AT ANY TIME.
3. NO CONFETTI OR ANY OTHER OBJECTS ON THE PREMISES, WHETHER INSIDE OR OUTSIDE MAY BE THROWN.
4. ALL CHILDREN MUST BE SUPERVISED AT ALL TIMES. CHILDREN SHOULD BE SEATED WHEN EATING OR DRINKING.
5. RESERVATIONS ARE MADE FOR TEMPORARY USE ONLY, AND NO ONE GROUP MAY USE THE COMMUNITY CENTER FOR FREQUENTLY RECURRING MEETINGS EXCEPT WITH WRITTEN PERMISSION FROM THE EXECUTIVE DIRECTOR.



6. NO GAMBLING OR GAMBLING EQUIPMENT WHICH INVOLVES CURRENCY SHALL BE PERMITTED IN THE COMMUNITY CENTER.
7. ANY COST INCURRED DUE TO MISSING EQUIPMENT OR IMPROPER USAGE WILL BE CHARGED TO THE AUTHORIZED COMMUNITY CENTER USER. THE COST WILL BE DETERMINED BY MANAGEMENT.
8. MANAGEMENT RESERVES THE RIGHT TO REFUSE USE OF THE COMMUNITY CENTER TO ANY INDIVIDUAL GROUP OR ORGANIZATION.
9. OUTDOOR SPORTING ACTIVITIES SUCH AS FOOTBALL, BASKETBALL, VOLLEYBALL, ETC., ARE PROHIBITED INSIDE THE COMMUNITY CENTER.
10. THE COMMUNITY CENTER MUST BE LEFT CLEAN AND SANITARY AND ALL EQUIPMENT RETURNED TO ITS PROPER PLACE AFTER EACH USE. IF THE KITCHEN IS USED, IT MUST BE CLEANED. ALL DISHES SHOULD BE WASHED, DRIED, AND PUT AWAY. THE STOVE AND REFRIGERATOR MUST BE CLEANED AFTER EACH USE. ALL TABLES AND CHAIRS SHOULD BE WIPED DOWN IF ANY REFRESHMENTS ARE SERVED. TABLES AND CHAIRS SHOULD BE LEFT ARRANGED THE WAY THEY WERE FOUND. FLUSH TOILETS AND PLACE ALL TRASH IN CANS PROVIDED. TURN OFF LIGHTS, FANS, AND APPLIANCES IN ROOMS USED. A MOP AND BROOM WILL BE AVAILABLE. COLD WATER DAMP-MOP ONLY.
11. ANY FOOD ITEMS LEFT IN THE COMMUNITY CENTER REFRIGERATOR WILL BE DISPOSED OF WITHOUT NOTICE.
12. ALL USERS OF THE COMMUNITY CENTER ARE REQUIRED TO SIGN AN ACKNOWLEDGEMENT FOR THE RECEIPT OF THE HOUSING AUTHORITY POLICY FOR USE OF THE COMMUNITY CENTER. USERS AGREE TO ABIDE BY ALL RULES AND PROCEDURES OF THE POLICY BEFORE PERMISSION IS GRANTED TO USE THE COMMUNITY CENTER.
13. CAPACITY OF THE CENTER 75 PERSONS
14. IN CASE OF EMERGENCY, CALL MAINTENANCE AT 903-327-4572

ACKNOWLEDGED AND AGREED: \_\_\_\_\_  
(SIGNATURE OF RESPONSIBLE PARTY)

DATE: \_\_\_\_\_

# CROWELL HOUSING AUTHORITY

P.O. Box 515

Crowell, Texas 79227-0515

TELEPHONE: 940 684-1212

FAX: 940 684-1872

This Agreement between \_\_\_\_\_ and the Crowell Housing Authority (CHA) defines the terms and conditions of rental of the community/meeting rooms by CHA Applicant (Tenants).

The following terms and conditions apply to all room rentals:

1. Rental of the CHA meeting room will be on a first come, first serve basis. CHA meetings take priority.
2. Rental of the CHA meeting room is for CHA Tenants and affiliated organizations mainly.
3. The meeting room will be available **May 19, 2019** from **2pm-6pm**
4. Table and chairs are available for set up. The tenant is responsible for the set up and removal of any rented equipment and the return of the room to its normal condition.
5. No signs, posters, or decorations of any kind are to be used in the room unless approved by CHA Management. No adhesive tape, tacks, nails, staples are to be used on the community room walls, doors and/or furniture. No candles or open flames are permitted, except with proper care in the use of chafing dishes or other catering-related items. In the event proper authorization is not received and damage results, the full cost of repair and /or replacement will be charged to the tenant.
6. All community room attendees must be considerate of surroundings and other tenants. Any behavior or activity considered disruptive or harmful to adjacent tenants must honor any request to cease. Music for the purpose of entertainment or dancing may be permitted, at an acceptable level, with prior approval from CHA Management.
7. Tenant understands they are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the Management Office immediately. Tenant will be expected to cover all repairs and replacement cost of any damage to the facility itself and/or the contents of such.
8. Tenant is responsible for the cleanliness of the facility upon conclusion of the event; this includes the entry way, hallway, common room, kitchen areas, both rest rooms, parking area as well as lawn and outside cooking area (if used). A cleaning fee of at least \$300.00 will be assessed if the common areas are not returned to its original state. Vacuum cleaning, carpet cleaning, table and chair take-down, etc...

9. The room must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. Waste cans should be emptied in the dumpsters within the property.
10. Smoking and alcohol are not permitted in the building at any time.
11. No pets are permitted inside the facilities.
12. The meeting room shall not be used for any fraudulent purpose.
13. After hour meeting will require security to be scheduled and a rental fee will apply – see Management for details.
14. It is understood that the CHA Management and Staff are in no way responsible for any personal injuries, property damage, or other liabilities that may be incurred during use of their facility. Tenant agrees to release indemnity and hold the CHA harmless of any such damages.
15. Please do not use items such as bricks, trash cans, or anything to prop open emergency door exits.

Crowell Housing Authority should have full power in the matter of interpretation, amendment and enforcement of all said policies, and any such amendments become part of the terms and conditions set forth.

The undersigned, hereby agrees to be responsible for any damages to the facilities occurring and by this uses, and agrees to take responsibility of all the conduct of all persons attending their function. The applicant also agrees to indemnify Crowell Housing Authority and their respective officers, agents and employees from and against all bodily and personal injury, loss, claims or damage to any person or property arising in any way from the use or occupancy of the facilities herein contracted by the applicant (tenant) and their contractors and/or invitees. The undersigned has read through this agreement and agrees to comply with the rules and regulations listed therein.

Applicants (tenants) Name \_\_\_\_\_

Applicants (tenants) Signature \_\_\_\_\_

Crowell Housing Authority Representative \_\_\_\_\_

CHA Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_



# **POLICY ON RENTAL AGREEMENT FOR COMMUNITY CENTER & CONTRACT FOR RENTAL OF COMMUNITY CENTER**

## **PURPOSE**

The Community Center, if available for rental, is for the use of cultural, educational, recreational and social events suitable to a neighborhood setting and suitable to the design of the Community Center building.

## **AVAILABILITY**

The Community Center will be rented for eight hours per event based on the following available times:

### ***Hours Available for Rental:***

<b>Monday through Thursday</b>	<b>7:00 A.M. to 10:00 P.M.</b>
<b>Friday and Saturday</b>	<b>7:00 A.M. to 12:00 A.M.</b>
<b>Sunday</b>	<b>7:00 A.M. to 10:00 P.M.</b>

## **ELIGIBILITY**

Residents of the Huntsville Housing Authority who are in good standing with their rent accounts and do not have lease violations are eligible. All non-profits and other residents of Walker County are eligible. A person must show proof of residency within Walker County or a Resident of the Huntsville Housing Authority by means of a valid photo identification with the exception of an affiliation of a non profit with a local organization and it become a joint effort.

## **SECURITY DEPOSIT AND CONTRACT COST**

### **Security Deposit**

- Walker County Resident	\$ 100.00
- ***Non-Profit Organizations *** (Must Benefit HHA Residents to get rate)	\$ 75.00

### **Contract Rent Deposit (Non-Refundable)**

- Walker County Residents	\$ 200.00
- ***Non-Profit Organizations *** (Must Benefit HHA Residents to get rate)	\$ 75.00

\*\*\* Only- Non-Profit Organizations whose function for the renting the facility is for the benefit of the Huntsville Housing Authority Residents only is exempt from the contract cost. All other Non-Profits will be charged the regular rates.

## **QUALIFICATIONS FOR RESIDENTS OF THE HUNTSVILLE HOUSING AUTHORITY**

Rental is for immediate family ONLY. The Community Center will NOT BE RENTED FOR ANYONE ELSE BY A RESIDENT. Immediate family means parents, grandparents, brothers and sisters of the Resident who is current resident in good standing with the Huntsville Housing Authority.

### **APPLICATION FOR RENTAL OF THE COMMUNITY CENTER**

The application contract must be completed at the time the Community Center is reserved. The Security Deposit and the Contract Rent Deposit must be paid in full one month prior to the scheduled event. The Security Deposit and Contract Rent Deposit must be made in the form of a money order or check payable to the Huntsville Housing Authority. The event will not be scheduled prior to payment of the Security Deposit and Contract Rent Deposit.

The building shall not be rented for any parties pertaining to children birthdays, junior high graduations, quinceañera party, etc. High School graduations are permitted.

NOTE: Funerals and/or Non-Profit Organizations whose function for the renting the facility is for the benefit of the Huntsville Housing Authority residents are waived the thirty day reservation requirement. All deposits and contract rent deposit remain as posted.

### **REFUND OF SECURITY DEPOSIT**

The Security Deposit will be refunded to the responsible party signing the contract within two weeks after the scheduled event if the following conditions are met:

1. The building and surrounding grounds have been cleaned to the satisfaction of the security officer and/or the maintenance supervisor.
2. Paper and trash picked up and bagged. **Trash bags are NOT provided for your event.**
3. Floors in Community Room and bathrooms swept. Floors must be mopped if signs of spills or food.
4. All toilets flushed and cleaned and trash bags removed. Toilet paper and hand napkins are provided.
5. Kitchen cleaned including stove, cabinets, and counter-tops.
6. Hallway has been swept.
7. All furniture, plants, and other items restored to original placement.

**IF ADDITIONAL CLEANING IS REQUIRED, THE SECURITY DEPOSIT WILL BE APPLIED TO THE COST OF CLEANING AND ANY EXCESS WILL BE BILLED DIRECTLY TO THE ORGANIZATION OR INDIVIDUAL RESPONSIBLE FOR SIGNING THE CONTRACT.**

## **FORFEITURE OF SECURITY DEPOSIT**

**Consumption of any ALCOHOLIC BEVERAGES IS PROHIBITED ON THE PREMISES (Inside or outside of the building or outside in the parking lot) Possession or consumption of alcoholic beverages by any participant will be grounds for REVOCATION OF THE CONTRACT AND THE SCHEDULED EVENT WILL BE CLOSED IMMEDIATELY. The Security Deposit will not be refunded.**

**PLEASE NOTE:** If the party renting the Community Center does not **END THE FUNCTION AT THE SCHEDULED TIME TO CLOSE THE BUILDING...A FEE OF \$25.00 PER HOUR WILL BE CHARGED AND DEDUCTED FROM THE SECURITY DEPOSIT.**

## **CANCELLATION OF EVENT**

The responsible party signing the contract may cancel the contract at any time prior to event. However, the Contract Rent Deposit will not be refunded. The responsible party will only be eligible for the Security Deposit and the Contract Rent Deposit will be forfeited to the Housing Authority.

Failure to arrive at the Community Center at the time designated will result in forfeiture of the Security Deposit and the Contract Rent Deposit.

The responsible party signing the contract must agree that the building will be attended at all times by the responsible adult. At no time should the building be vacant or unoccupied.

The Huntsville Housing Authority reserves the right to change any reservations.

## **LIABILITY**

The Huntsville Housing Authority is absolved of any liability related to the use of the facilities including personal injury and property damage that may occur on the premises. The Huntsville Housing Authority will not be liable due to any cause whatsoever beyond its control, including but not limited to, acts of God and nature or power failures.

## **DECORATIONS**

Decorations are not allowed. Tablecloths, flowers, balloons, easels, or other similar items may be used. Objects may not be placed on the walls or ceilings especially by tacks or tape.

**YOU MAY NOT USE GLITTER, CONFETTI, OR ANYTHING THAT RESEMBLES GLITTER OR CONFETTI.**

NAME: \_\_\_\_\_

TITLE/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

**DATE OF RENTAL FOR SCHEDULED EVENT:** \_\_\_\_\_

**OPENING BUILDING TIME** \_\_\_\_\_

**CLOSING BUILDING TIME** \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED TO ATTEND: \_\_\_\_\_

TABLES AND CHAIRS ARE SET UP BY THE RESPONSIBLE PARTY.

**I certify that I have read, understand and agree to the terms of this contract.**

\_\_\_\_\_  
Name of Responsible Party (please print)

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

**The above information has been reviewed and permission is granted for the use of the Community Center to the responsible party signing the contract.**

\_\_\_\_\_  
**Approved by Executive Director**

\_\_\_\_\_  
**Date**

***THE HUNTSVILLE HOUSING AUTHORITY IS ABSOLVED OF ANY LIABILITY RELATED TO THE USE OF THE FACILITIES INCLUDING PERSONAL INJURY AND PROPERTY DAMAGE THAT MAY OCCUR ON THE PREMISES.***