

## COMMUNITY ROOM USE GUIDELINES

### 1. GENERAL

These community room use guidelines recognize that each JMHA development is a separate apartment community and has unique amenities. The site amenities vary from laundry rooms, Head Start programs, garages, off-street parking and units with and without laundry hookups. Each facility will have a maximum capacity determined by square footage and other restrictions. Limitations shall be posted. This policy also recognizes the right of residents at each site to the quiet enjoyment of their apartment community.

Community room space is provided by JMHA for use by its residents and organizations to provide services to its resident population and surrounding community. These guidelines are intended to establish reasonable rules to ensure utilizing JMHA community rooms serves the intended purpose without disturbing residents or adding undue burden to JMHA for management, maintenance and other costs.

JMHA will provide community room space to residents for resident-sponsored functions only. Non-resident use of these sites will be limited to events primarily serving the general JMHA community or to resident organizational meetings. Long-standing contracts may exist on certain facilities. The Housing Authority will first be required to honor its existing contracts and long term arrangements. Other functions will be scheduled on a first come, first serve basis. Residents will have the opportunity to rent community room space, if such space is available within the development where they are housed.

### 2. ALLOWABLE USE

**JMHA community facilities may be used for the following purposes only:**

- (a) Community rooms shall be used primarily for programs and activities conducted by community service agencies or residents/groups for benefit of residents.
- (b) The Authority shall permit space to be used by resident-sponsored non-profit groups, clubs or organizations for activities (i.e., benefits, bazaars, exhibits, dances, etc.), provided such activities are operated in accordance with the following provisions:
  1. There shall be strict adherence to Federal, State and Local regulations regarding permits and taxes on such enterprises.

2. Any profits shall be used to promote the welfare of resident organizations/councils.
  3. Only non-potentially hazardous foods are permitted to be sold by any non-profit organization. The non-profit group must follow the specific guidelines of the Steubenville or Jefferson County Health Department (Exhibit 2).
- (c) The community room facilities may be used for personal and family functions.

3. **PROHIBITED USE AND ACTIVITIES**

- (a) JMHA community facilities/properties may not be used for services and/or activities that do not promote the positive well-being of the community and the general welfare of JMHA residents.
- (b) The resident/group agrees not to make or permit noises or acts which may disrupt the other residents' peaceful enjoyment of their accommodations. This includes, but is not limited to, maintaining the volume of any radios, phonographs, televisions or musical instruments at a level which will not disturb neighbors.
- (c) The resident/group agrees to refrain from and to cause members or guests to refrain from loitering outside the community room, obstructing common ground areas, sidewalks, passages, elevators or stairs, parking lots or driveways.
- (d) The resident/group may not charge admission fees. Voluntary contributions are permitted. An accounting of moneys collected should be maintained.
- (e) Gambling, betting or playing any scheme or game of chance for profit.

4. **COMMUNITY ROOM SCHEDULING PROCEDURES**

- (a) The resident/group desiring use of the facility must make this request at the appropriate JMHA property management office at least 3 days in advance if possible. At or prior to that time, the resident/group shall be provided a copy of the community space guidelines for review.
- (b) The property management office shall, if the proposed use is approved, schedule the requested date, jointly inspect the facilities, execute the agreement between the resident/group and accept a \$50.00 security deposit. A \$50.00 refundable security deposit is required for use of community facilities. The deposit will be returned only if the space is returned without damage, and cleaned. The key must be returned to the property management office by noon the following business day. The security deposit must be submitted to the management area in the form of a money order or cashier's check payable to JMHA. Charges in excess of the \$50.00 security deposit, if any, will be charged against the residents' account.

Groups holding recurrent activities that were ongoing prior to the adoption of this policy shall be exempt from paying the security deposit.

- (c) Prior to issuing the keys, the resident/group shall already have signed an agreement form (copy attached) acknowledging acceptance of the guidelines, intent to comply fully, and shall have provided a \$50.00 security deposit to the JMHA property management office.
- (d) Residents signing the form shall be responsible for opening and securing the facility. Also, the resident signing the form must be present during the complete timeframe involving use of the room. In the event JMHA staff is required to open and/or close the facility, an additional amount will be charged to cover the Authority's costs and shall be paid in advance by the user.
- (e) Residents of one JMHA site may not utilize the Community Room facility at another site.
- (f) Hours of community room use shall be as follows:

All Developments - 9 a.m. – 9:00 p.m. SUNDAY THROUGH SATURDAY

Any variance from this timetable must be approved in advance by the Director of Housing Programs.

Access arrangements: Keys may be picked up not earlier than four (4) hours before the opening time (as listed above) of the facility Monday through Friday. For weekend activities, keys may be picked up on Friday between the hours of 8:30 a.m. and 4:30 p.m. at the appropriate management office. Access to the facility will not be allowed until the day of the function between the hours stated above. If access is needed a day in advance for the function, users must coordinate with the management office for the facility.

**CANCELLATION:** 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 \$50.00 security deposit.

- (g) Persons or organizations using community room space 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. Cost shall be determined by JMHA management and first billed against the security deposit, and then to the resident's rent statement, or to the responsible organization.
- (h) JMHA Form 112 (Exhibit "1"), should be filled out in duplicate by the resident or responsible group. The original shall be retained at the management office, and a copy shall be given to the resident/users.

5. **RULES AND CONDUCT**

- (a) SERVING OF ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES IS STRICTLY PROHIBITED.
- (b) Smoking shall be prohibited inside the Community Room, vestibule or any interior portion of an JMHA owned facility.
- (c) RESIDENTS/USERS ARE RESPONSIBLE FOR THE CONDUCT OF PERSONS ATTENDING THE ACTIVITY (paragraph 3a, b, c)
- (d) Decorations may be put up and must be removed when the program is completed (including Scotch tape, balloons and crepe paper). The resident/users will be charged for damages, clean up, or removal of decorations.
- (e) Resident/user must pay the cost of labor and materials required to restore the space to an acceptable condition.
  - 1. Floors must be swept and tables/chair put in their proper places after being wiped down with an antibacterial soap (mixed with water) or cleanser;
  - 2. All windows and doors must be closed and locked;
  - 3. Garbage/rubbish must be removed before closing; JMHA shall furnish 2 garbage bags, a broom, mop and bucket.
  - 4. General cleaning of any areas utilized, including bathrooms, kitchens, dishes, appliances (including ovens), tables, chairs, etc., must be performed.
- (f) JMHA shall not be responsible for incidents stemming from violation of this regulation. The resident/user agrees to hold JMHA harmless in the event of any legal action pertaining to violation of any laws of the State of Ohio, the Lease Agreement, this rule or other laws or regulations. Any resident/user found to have violated the rules will be deprived of further community building privileges by the JMHA.
- (g) 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.
- (h) If requested by Management, some functions, including any dance promoted for teen-agegroups, must have police protection or guards paid for by the

resident/user. Documentation of police coverage must be presented in advance of using the room.

- (i) Both management and the groups using the building shall check all safety provisions (i.e., marked exits, overcrowding, fire hazards, blocked exits, and location of fire extinguishers).
- (j) Gambling of all types is prohibited.
- (k) The space may not be used for personal monetary gain.
- (l) 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 deposit amount will be billed to the resident/user.
- (m) After-hours maintenance calls due to negligence will incur a \$30.00 charge. A simple lock-out charge is \$10.00. Both charges are subject to change based upon the JMHA's chargeable work order fee schedule.
- (n) Parking space should be arranged in advance. Handicapped parking restrictions will be enforced by Management or JMHA Security.
- (o) All equipment furniture, tables, chairs, etc. contained within the Community Room shall remain inside the building and shall not be removed by residents or groups utilizing the building/room.

Community room space is designed for resident use, whether for purely social purposes or resident programs or activities. No charge shall be made to non-profit groups offering programs beneficial to residents, except to cover excessive cost of janitorial services, if warranted. The Property Manager or other appropriate staff shall determine whether such charges should be made.

Exhibit "1"

JEFFERSON METROPOLITAN HOUSING AUTHORITY  
COMMUNITY ROOM REQUEST

NAME PERSON/GROUP: \_\_\_\_\_ SS# \_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_  
JMHA REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
RESIDENT/GROUP USER REPRESENTATIVE SIGNATURE

AMOUNT DEPOSIT PAID: \$ \_\_\_\_\_                      DATE: \_\_\_\_\_

AMOUNT DEPOSIT RETURNED: \$ \_\_\_\_\_                      DATE: \_\_\_\_\_

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

\_\_\_\_\_  
JMHA REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
RESIDENT/GROUP USER REPRESENTATIVE SIGNATURE

∨ Community Room Inspection Completed by JMHA 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.
- ∨ Damages were noted: \_\_\_\_\_
- ∨ Other – Comments

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Keys returned to JMHA

- ∨ Yes
- ∨ No

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Red'd by: \_\_\_\_\_  
JMHA Staff