

ATTACHMENT 2
IVY MANOR
FACILITIES USE & COMMUNITY ROOM POLICY

The Stanton Housing Authority has a Community Room located at 1109 Ivy Street.

The primary purpose of these facilities is for the benefit of the Ivy manor residents as an extension of their living room and as meeting facilities for SHA activities.

All residents and SHA activities will be granted equal opportunity and fair and equal treatment with respect to granting requests for the meeting space. The Community Room may be rented out to the general public upon request.

The Executive Director, or designee, shall be responsible for scheduling the use of these facilities. The Residents may regularly schedule for specific time and space on a "first-come first-served" basis.

PRIORITIES FOR SCHEDULING GROUPS SHALL BE AS FOLLOWS:

- A.** Activities or meetings hosted by the Housing Agency.
- B.** Activities or meeting hosted by Ivy Manor tenants.
- C.** Activities or meetings hosted by an Ivy Manor resident as an extension of their living room.
- D.** Activities or meetings hosted by others for the exclusive benefit of residents.
- E.** Activities or meetings hosted by Community groups for the benefit of both residents and non-residents.
- F.** Activities or meetings hosted by the general public for a private party.

APPLICATION:

The Resident, Staff Person or the general public requesting to reserve the facility will state the date and time of reservation, the resident, staff, or general public requesting the use of the facility shall be present and will be responsible for the facility and any damage. The person or group reserving the community room shall indicate an understanding of the policy.

Residents may access the Community Room, by using their apartment key. The general public must pick up the entrance key prior to the reservation date. The key shall be left in the drop box at the office door. The hex key to unlock the community building access doors is located on the hook to the left of the door. Upon leaving the hex key is used to lock the doors and returned to the hook, the entrance key is placed in the drop box and then the party can exit the building.

CHARGES FOR RENTING:

There is **no charge** for Ivy Manor Residents only.

There is a charge of \$25.00 for the general public.

There will be **no charge** for groups providing an activity for the benefit of Ivy Manor Residents.

The following is required as part of the policy:

Ivy Manor Community Room Rules

- A.** Smoking and alcoholic beverages are prohibited. No one using the facilities of the Housing Agency shall allow the use or sale of alcoholic beverages, drugs, or controlled substances on the premises and must observe the no smoking policy. Those smoking outside the building, must extinguish their cigarettes in the container provide by the front door.
- B.** No pets are allowed. Service Animals are not pets.
- C.** All trash shall be emptied at the end of the function (large dumpster in the back alley) please do not put coffee grounds, grease or other food scraps down the sink drains.
- D.** Floors shall be swept and vacuumed as needed (vacuum is located in the storage area next to the piano), all tables and chairs must be returned to there original positions. If the refrigerator or stove were soiled (range top or oven) it must be cleaned.
- E.** If you are doing any decorating please do not use tape, nails, staples or other fasteners, the only approved fasteners are 3M Command products.
- F.** The user will supply all food items, paper products (plates, napkins, cups and silverware). Please do not use these items from the facility for your personal gatherings this includes coffee, tea, etc.
- G.** There are at least 20 sets of dishware and silverware that are available for your usage as well as towels, potholders, coffeemakers, pitchers etc. Towels must be laundered and returned. All dishware, silverware and utensils must be washed, dried and put away.
- H.** Turn off all of the lights, ceiling fans, TV and check restrooms. Use the hex key to lock the doors and then return it to the hook. The main entrance key shall be placed in the drop box in the office door. You may then leave by pushing the bar on the entrance door.
- I.** When reserving the hall, please remember someone else may be using the facility before and/or after your function. Be considerate and leave the room in good order, everything wiped down and cleaned including the bathrooms.
- J.** Do not allow children to climb on the furniture, play on the piano, or be outside unsupervised. An adult should supervise children at all times.
- K.** All items, which are broken, must be reported and a replacement charge will be assessed and charged to the renter.
- L.** No Property belonging to the Housing Agency shall be removed from the facility without prior written permission from the SHA.
- M.** Anyone violating these rules and regulations shall be prohibited from using the facility in the future.

In order to be sure that all agencies or groups using the Agency'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 Agency's Office.