

ST CLAIR HOUSING COMMISSION COMMUNITY ROOM USE POLICY (Applicants receive the Community Room Rules for Use)

The St Clair Housing Commission maintains Community Room available for use by resident and responsible non-resident sponsored community groups as specified in this policy.

1. LOCATIONS AND CAPACITIES:

Community Room:

LOCATIONS:

St Clair Housing Community Room
400 South Third Street
St Clair MI 48079

CAPACITIES:

30 persons with tables
30 persons with chairs only

2. COMMUNITY ROOM USE:

- A. Room may not be used for political activities that are for the benefit of a particular party or religious activities that involve worship, religious instruction, or proselytization.
- B. Use or sale of alcoholic beverages, drugs, tobacco products, or other controlled substances are strictly prohibited.
- C. Kitchen facilities (if applicable) are to be used solely for the re-heating of food and shall not be used for cooking.
- D. Applicants must furnish all supplies including paper towels, kitchen supplies, trash bags, and toilet paper.
- E. All groups must sign a "Room Use Agreement", which includes an Indemnification and Hold Harmless form releasing the St Clair Housing Commission, its elected and appointed officials, employees and volunteers and others working on its behalf from any and all liability claims.
- F. Use of the space for income-producing purposes shall meet the following special conditions:

The group must strictly adhere to Federal, State, and Local regulations regarding permits for, and taxes on, such enterprises.
- G. All activities must have adult supervision.
- H. All events must be completed with the room cleaned by 11:00 p.m.
- I. All requested tables and chairs will be available in the room. Set up is the sole responsibility of the applicant.
- J. Upon completion of the event, all lights must be turned off, windows closed. The applicant is responsible for all clean up and returning the room to the status which it was found.

- K. The Applicant and their guests are to limit their use of all outside areas to arrival and departure from the room when at all possible unless special permission is granted.
- L. All visitors with vehicles must park in visitor parking or on the street otherwise they may be towed at the owner's expense.
- M. Groups may be regularly scheduled for a specific recurring program on specific days and times on a continuing basis with approval of their application by the Executive Director or his or her designee. This approval may be subject to revocation by the St Clair Housing Commission at any time.
- N. The applicant will be the person responsible for all fees, the room, and all guests.

3. SPECIAL USE OF FACILITIES:

EMPLOYEE USE:

Community Room: Employees of the SCHC may use the Community Room with the same use/fee benefits as a resident, and on a first come first serve basis.

RESIDENT COUNCIL USE:

Community Room: A Resident Council of the SCHC may use the Community Room with the same use/fee benefits as a resident, and on a first come first serve basis.

4. PROCEDURES AND RESPONSIBILITIES FOR ROOM RENTAL:

- A. All resident and non-resident groups must fill out an application at the St Clair Housing Commission Management Office located at 1205 St Clair River Drive, St Clair MI 48001 **at least 7 Calendar days prior** to the date being requested by completing an "Application for Community Room Use" form. This form shall include the following information:

- 1) Applicant's name (person responsible for the room).
- 2) Applicant's address and phone number (or contact number).
- 3) The type of event to be held.
- 4) The date required.
- 5) The time frame the room will be needed (including set up and clean up).
- 6) The number of persons to be in attendance.
- 7) Number of tables and chairs required.
- 8) Facilities required (i.e., kitchen).

The person applying for the room will be the person to be responsible.

- B. The application will then be submitted to the Property Manager:
 - 1) If applicable, the resident's account status will be checked and noted.
 - 2) Investigation shall be done on prior uses by this applicant.

C. The Executive Director (or his or her designee) shall approve or disapprove the application for the requested site. The St Clair Housing Commission reserves the right to deny any applicant for any reason. Some reasons for denial are, but shall not be limited to:

- 1) The Community Room is already scheduled for the particular date and time requested or is unavailable for other reasons.
- 2) Applicant has violated resident lease provisions with the St Clair Housing Commission.
- 3) Applicant has a record of previous violations of the rules and regulations for use of the St Clair Housing Commission's community space.
- 4) Applicant has a history of criminal activity including drug-related crimes or the use or possession of controlled substances or alcohol, has a lifetime registration under a State sex offender registration program, has engaged in or threatened abusive or violent behavior toward any St Clair Housing Commission staff or resident, or has a history of disturbing neighbors or destruction of property.
- 5) The specified use of the room does not conform with the St Clair Housing Commission's goals and objectives or will not promote goodwill within the neighborhood.
- 6) The applicant is not in good standing with the St Clair Housing Commission. If this matter is resolved, the application may resubmitted for a second review for approval/disapproval.
- 7) Failure to complete the application in full providing all required information.

Within two business days from the date of the application, the St Clair Housing Commission shall notify the applicant by telephone (if a number was provided) or in writing whether their request has been approved or disapproved stating necessary reasons.

D. The applicant must return to our Management Office at least one day prior to the approved event to sign the Use Agreement for the Community Room (which includes the Indemnification and Hold Harmless clause).

E. Upon completion of the event, the applicant must:

- 1) Restore the room and grounds to the status of which it was found by:
 - a) Collecting all trash and putting it in the designated trash containers or removing trash if designated for that room.
 - b) Vacuum/Sweep all floors.
 - c) Mop if necessary.
 - d) Wipe down all tables and chairs and return to their original position.
 - e) Wipe down the kitchen area, stove, and refrigerator.
 - f) Clean all bathroom (remove litter, sweep and mop floors) and

- wipe down sinks.
- g) Shut all windows, and doors and turn off all lights.
- h) Only remove items which were brought by the Applicant.

Room will be inspected by the St Clair Housing Commission by 4:00 p.m. the next business day following the event. Room not returned to their original status or equipment damaged will be assessed a charge.

F. Other Charges:

1. Community Room

- a) Charges will be assessed pursuant to our Damage and Service Charge Schedule for damages. These charges must be paid in full within 30 days of the date the charge is assessed.
- b) If room maintenance is required on normal wear and tear items or weather related items (such as loss of power due to a storm, etc.), the St Clair Housing Commission will repair items as needed. If room maintenance is required after business hours due to damage by the event, the St Clair Housing Commission will charge the applicant the current salary and benefit rate of the maintenance employee for a minimum of 3 hours. This charge must be paid in full within 30 days of the date the charge is assessed.

G. Legal Fees

Should court action be required to collect any fees or damage costs noted above, the applicant will be responsible for all costs incurred by the St Clair Housing Commission.

Related Documents:

Community Room Rules for Use
 Community Room Application
 Use Agreement – Community Room
 Use Approval Letter – Community Room
 Use Denial Letter – Community Room