



Housing Authority  
— of the —  
City of Alameda

## COMMUNITY ROOM POLICY

### COMMUNITY ROOM USAGE FOR RESIDENT AND AHA SPONSORED EVENTS

The Housing Authority of the City of Alameda (AHA) believes that the use of the Authority's facilities by the residents increases the quality of life of the residents and helps to further the goals and mission of the Authority.

The use of the community rooms within AHA owned complexes will be on a first come, first serve basis. However employees, including contracted social services providers, may request approval to use the community room at AHA sites for Authority-sponsored events and meetings. The employee or social services contractor must be present at all times for such events. These events will have priority over other requests.

Residents are encouraged to use the Community Rooms for resident sponsored events. This also includes regularly scheduled events, such as resident meetings, exercise classes, support groups, potluck dinners and monthly birthday celebrations.

The Director of Property Operations or Designee has full discretion to approve or disapprove any use of the Community Rooms at all Housing Authority facilities. Audio visual equipment may be requested but AHA will not set up equipment.

**\*The use of alcoholic beverages, smoking and other drug/alcohol related activities is prohibited at all times.\***

### **HOUSING AUTHORITY SPONSORED EVENTS**

An AHA employee, AHA contractor or a City employee may request use of the room by seeking approval in writing from the Director of Operations or their Department Director. Requests should be made a minimum of one week in advance of the event, whenever possible. The requester should check with the Resident Manager after approval to schedule the event. These events may be booked up to 12 months in advance. An employee, City employee or contractor with AHA must be present and responsible for the event throughout. Either the Resident Manager will open and close the property or the Senior Property manager will issue them with a key for the duration of the event.

## **RESIDENT COUNCIL SPONSORED EVENTS**

Events sponsored by the Resident Council must be open and advertised to all residents. Such events may not be open to the general public (except where approved in advance in writing by the Director of Property Operations). The attached form **must be used for all room reservations.**

Generally use by the Resident Council should be designed to increase the welfare, entertainment and participation of the community of the property as whole, or to encourage dialogue between residents. No political or religious events will be permitted. An exception may be made sought in writing from the Director of Operations as necessary, for example, an informational candidate for as where candidates or officials from all parties are invited or for a cultural sharing celebrations where all are invited to participate.

The Resident Council must complete the same form for each event. However, the Resident Council need only deposit one \$50 check at start of the year for these events. A new check must be submitted when the old one expires. A Resident Council member must be present throughout. The Resident Council may book the room up to 9 months in advance.

## **RESIDENT SPONSORED EVENTS**

All such events must have a resident sponsor. Requests for approval should be made at least one week in advance of the event, using the attached form. The sponsoring resident must be present through the setup, event and clean up. The sponsoring resident may not delegate sponsorship to another resident outside of their households.

These events cannot be open to the general public. No fee may be charged to persons attending an event at an AHA property under a resident sponsored reservation. The Resident Council can collect fees in the amount sufficient enough to cover costs of their sponsored events. Residents are responsible for the activities of all persons who attend the event, which is consistent with the conduct section of the AHA lease and must be present throughout the use of the community room. Guests are required to stay within the Community Room and lobby, unless going to and from the sponsoring resident's apartment. The Community Room must be clean and secured by 9 P.M.

Private use of the room can include the celebration of those who live at the sites (e.g. birthdays, anniversaries) or such as table tennis. However, if the room is booked by a resident for an activity provided by an outside party (e.g. yoga, tai-chi, reading groups) then the resident must provide proof of insurance from that group, which includes AHA as additionally insured and the activity must be open to all residents.

The maximum number of persons at any single event is equal to the occupancy limit established by the Alameda Fire Department.

The resident sponsor should meet with the Resident Manager to discuss the proposed event, review dates and times and obtain a copy of the Community Room guidelines which includes an acknowledgment form and the Hold Harmless Agreement (Exhibit A) and Community Room Request form (Exhibit B).

AHA reserves the right to refuse future reservations from residents who have not previously abided by the community room usage rules.

All adult members from the Resident sponsor(s) unit must sign the application/Hold Harmless agreement and Rules should they wish to proceed. The forms must be submitted to the Resident Manager for review. If the event is deemed an appropriate use of the Community Room, they will forward the document to the Senior Property Manager for approval.

All resident reservations must set up and dismantle tables themselves and ensure that the room is returned to the condition is provided in.

A \$50 refundable deposit is required to reserve the community room. The deposit will be returned within 15 days of the event and only if the space is returned without damage and cleaned. The deposit must be submitted in the form of a money order or personal check, no cash will be accepted.

A key to the community room will not be issued until the day of the event. If the event falls on the 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 event. Failure to return the keys within the 48 hours will result in automatic forfeiture of the deposit. Prior to receiving the keys the resident shall sign an agreement form, acknowledging acceptance of the guidelines, intent to comply fully, and shall have paid the deposit at the AHA office.

Residents signing the agreement form shall be responsible for opening and securing the community room. Also, the resident sponsor signing the form must be present during the complete timeframe involving use of the community room. In the event that the AHA staff is required to open and /or close the community room an additional charge of \$35 will be charged to cover AHA staff costs.

Residents are responsible for cleaning the community room. All trash and other materials must be discarded in the trashcan provided and deposited in the dumpster on site at the end of the event. Trash must not be left in the building. Floors must be swept and cleaned if any food or spills have occurred. The kitchen area must be cleaned and returned to its original condition. All windows and doors must be shut and secured prior to leaving. No thumbtacks or any device that would leave marks or holes in the walls, ceiling, doors or any part of the facility area allowed. An inspection of the space shall be conducted by

management, or its designated representative, before and after each use of the facility. Management shall determine whether damages have been caused and whether satisfactory cleaning has been completed. The deposit will be forfeited if the facility is found in less than satisfactory condition. Should the resident sponsor wish to cancel the event, they must do so in writing to the Resident Manager as soon as possible.

Community rooms may be booked up to 9 months in advance.