



POLICY ON USE OF COMMUNITY BUILDING

1. Any individual/club granted permission to use the Community Building free, or for a fee, **MUST** assume **FULL RESPONSIBILITY** for the building while in their use. Invited guests are the responsibility of the individual or club using the facilities.
2. Residents of the Housing Authority have first call on the use of the Community Building. Use by Residents, Commissioners, and Employees of the Housing Authority will be free of charge, for non-profit activities. Resident use is for group parties, family reunions, club activities, etc.
3. Any requested activity to use the Community Building on a regular basis will be considered individually by the Board. The fee shall be determined by the Board of Commissioners and/or Executive Director.
4. The Community Building may be used free of charge by civic/non-profit organizations, as determined by the Board of Commissioners, for their regular meetings, provided that the facilities be cleaned in entirety. Other activities, such as parties, banquets, etc., of these organizations will require the payment of the \$100.00 fee. The Executive Director will maintain a list of the civic/non-profit organizations as approved by the Board. The list of civic non-profit organizations may be added to, or subtracted from, by the Executive Director, per Board approval, as requests are received.
5. A fee of \$100.00 will be charged for any activity other than in paragraph 2 and 4. A fee of \$100.00 will be charged for any commercial business firm. These fees may be adjusted or waived at the discretion of the Executive Director.
6. The Community Building will not be rented/used for Commercial purposes without prior approval of the Executive Director. Determinations will be made on an individual basis.
7. The Community Building will not be used for over-night stays, **PERIOD**. This restriction may be waived by the Executive Director in the case of documented natural disasters
8. The Community Building may be used **FREE** by church organizations, on a one-time basis, for Sunday or evening religious services, but no church organization will be authorized to use the Community Building on a continued weekly basis, unless granted approval by Executive Director or Board.
9. The Executive Director shall have the authority to determine the type of activity that may be scheduled in the Community Building, using the guidelines that the facility is primarily for the use of the Housing Authority residents.
10. Because the Community Building is situated in a residential neighborhood, no activity shall be scheduled that may disturb the nearby residents' peaceful enjoyment of their homes. **No activities will begin before 8:00 AM. All activities shall end by 10:00 PM – LOCK ALL DOORS AFTER USE.**
11. No alcoholic beverages of any nature will be permitted.
12. No smoking will be allowed inside the facility.
13. Community Building will be cleaned, in its entirety (dining area, kitchen, halls, restrooms, patio areas, glass doors, etc) before the responsible party returns the key. Trash **WILL** also be thrown out and new bags will be put into the trash cans after use (kitchen, dining area, bathrooms). Failure to do so may result in the inability to reserve and use the Community Building in the future by the responsible party and/or other family members and friends.
14. \$100.00, refundable, cleaning deposit will be necessary for all non-residents. This deposit will be refunded after the building has been inspected by maintenance or another staff member after the key has been returned.
15. Children under 18 years of age must be supervised or chaperoned **AT ALL TIMES**.
16. Individual requesting use of the Community Building may be held responsible for charges that result from any repairs needed, and/or the cleaning of the Community Building.



Ballinger Housing Authority



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I am requesting use of the Ballinger Housing Authority Community Building from:

_____ to _____
(Date & Time) (Date & Time)

for the purpose of _____
I received the key to the Community Center of the Ballinger Housing Authority on _____.

I understand that I must return the key by: _____

I cannot affix any decorations to the ceilings, walls, light fixtures, mini blinds and doors of this building.

I fully understand that the building must be left clean, free of trash and in good condition; if not, I may be charged for the cost of cleaning and/or repair, per BHA policy. This applies to ALL PARTIES using the Community Building, whether it is a regular-basis or a one-time event! NO EXCEPTIONS!

I also understand that I am responsible for the actions of my guests while they are on these premises.

Remember to lock ALL DOORS before leaving the Community Building.

(Signature) (Date)

Address: _____

Telephone # _____