

# Facilities Use Policy

Knox County Housing Authority  
216 W. Simmons St.  
Galesburg, IL 61401  
(309) 342-8129

## Article I. General Provisions

**Section 1.01** The Knox County Housing Authority has five community facilities. They are located in the following developments:

- (a) Moon Towers, 255 W. Tompkins St, Galesburg, IL.
- (b) Bluebell Towers, 300 N. Jefferson, Abingdon, IL
- (c) Cedar Creek Place, McKnight Street & McClure St. Galesburg, IL.
- (d) Whispering Hollow, W. Berrien & W. South at Harding St. Galesburg, IL
- (e) Woodland Bend, Iowa Ave. Iowa Ct. Michigan Ave, Knox St. Galesburg, IL.

**Section 1.02** These facilities exist primarily for the benefit of the residents but shall be available to responsible non-resident sponsored community groups with the written permission of the Executive Director.

**Section 1.03** All recognized and responsible organizations will be granted equal opportunity and fair and equal treatment with respect to granting requests for meeting space.

**Section 1.04** The Executive Director, or Knox County Housing Authority Administrative Staff, shall be responsible for scheduling groups into the spaces. Groups may be regularly scheduled for specific time and space on a continuing basis with the written permission of the Executive Director or Knox County Housing Authority Administrative Staff. This permission shall be subject to revocation by the Housing Authority at any time. Priorities for scheduling groups into Housing Authority space shall be as follows:

- (a) Activities or meetings hosted by the Housing Authority.
- (b) Activities or meetings hosted by a recognized resident group.
- (c) Activities or meetings hosted by others for the exclusive benefit of residents.
- (d) Activities or meetings hosted by community groups for the benefit of both residents and non-residents.
- (e) Activities or meetings hosted by community groups for the primary benefit of non-residents.

**Section 1.05** Responsible community agencies conducting education, health, welfare, and recreation programs to meet the needs of the Authority's residents may do so without charge for the facility space. Facilities within these spaces may be used occasionally without charge by other groups for non-income producing purposes, such as meetings of veterans organizations, civic groups, if there is no interference with the use of the building by Housing Authority or resident sponsored activities.

**Section 1.06** The space may also be used by public agencies or recognized welfare or benevolent organizations for income-producing purposes such as benefits, bazaars, exhibits or suppers, provided the following special conditions are met:

- (a) A charge to cover the cost of utilities and janitorial expenses is paid;
- (b) The group must strictly adhere to Federal, State, and local regulations regarding permits for, and taxes on, such enterprises;
- (c) Proof of liability insurance in an adequate amount as prescribed by the authority is provided;
- (d) Any profits should be used to promote the residents as a whole or some recognized welfare or benevolent purpose.

**Section 1.07** Although janitorial services will be provided by the Knox County Housing Authority, all groups using the facilities are required to restore the space to the condition they found it before the event. This will require cleaning all litter and excessive dirt to the extent that is practical. The group will agree to be responsible for any damages occurring during their event. Based upon past actions, the Authority may charge a security deposit prior to a group using the facilities. Continued violation of this condition may be grounds to deny future use of the facility.

**Section 1.08** No one using the facilities of the Housing Authority shall allow the use or sale of alcoholic beverages, drugs, or other controlled substances on the premises.

**Section 1.09** In order to be sure that all agencies or groups using the Authority'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 Authority's Site Offices.

**Section 1.10** The Knox County Housing Authority also owns a considerable amount of property where buildings have not been constructed. Residents and their guests shall be entitled to ordinary and reasonable use of all outside areas (including recreational facilities, playgrounds, basketball courts, etc.) in accordance with the Lease and the Admissions and Continued Occupancy Policy. However, no resident, guest, or third party is authorized to any other use of any outside area on any Knox County Housing Authority property except in connection with official Knox County Housing Authority sponsored activities.

**Section 1.11** The Knox County Housing Authority is concerned that the outside areas of its properties not be used in such a way as to force residents into becoming "captive audiences" for activities and events which are not sponsored by the Knox County Housing Authority and are not deemed by the Knox County Housing Authority to be within the express or implied purpose of the Authority. It is specifically the intent of the Authority that the outside areas on its properties not be considered as a designated public forum or even a limited or nonpublic forum so as to require the Knox County Housing Authority to allow third parties to utilize or have access to such areas for activities and events that are not officially sponsored by the Authority.

## **Article II. Applicable Fees**

**Section 2.01** Fees for the use of Community Room facilities will be according to the following schedule:

- (a) \$30.00 Non-refundable fee
- (b) \$20.00 Refundable Fee

- (i) Upon return of key to the center;
- (ii) The center has been cleaned and organized

**Section 2.02** There will be no fees for the use of out of doors common space.

**KCHA Community Room Rental Agreement**

Community Room Location: \_\_\_\_\_ Event:  
\_\_\_\_\_

Day and Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time:  
\_\_\_\_\_

*(Please Print Clearly)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I \_\_\_\_\_ understand that there is a \$30.00 non refundable fee and a \$20.00 refundable fee charged for the rental of the Knox County Housing Authority Community Center. The community center will not be reserved for the date requested until both fees totaling \$50.00 have been received. I understand that the \$20.00 refund will be returned when the key to the center has been returned and the building has been checked to insure that it is clean and organized. I further understand that I will be charged for any property damage and may incur additional charges for any lost or missing items. Community Room rental arrangements must be completed including fees at least three days in advance to the date you wish to use the room.

Arrangements to pick up community room keys must be made with KCHA staff on your site at least three days in advance. You must schedule a day and time to pick up the keys. You must keep this appointment. No other arrangements will be made for the key to be picked up and you will lose your scheduled use of the community center. Keys must be returned to KCHA, and arrangements will be made to check the center and return your deposit.

I have been given a copy of both the rental agreement and the community center cleaning and closing procedures. I have read and understand the above rental agreement and the closing procedures.

Signed: \_\_\_\_\_ Date:  
\_\_\_\_\_

\$50.00 Deposit: Received: \_\_\_\_\_ Date \_\_\_\_\_ Received by: \_\_\_\_\_ KCHA Staff

Initials \_\_\_\_\_

Key provided by: \_\_\_\_\_ KCHA Staff Initials \_\_\_\_\_ Received by: \_\_\_\_\_ Renter's

Signature \_\_\_\_\_

Key returned \_\_\_\_\_ Center Checked by: \_\_\_\_\_

Date

KCHA Staff Initials

\$20.00 refundable deposit returned by: \_\_\_\_\_ KCHA Staff Initials \_\_\_\_\_ Received by: \_\_\_\_\_ Renter's

Signature \_\_\_\_\_