



LEMOYNE GARDENS
DEMBY TERRACES
TWIN TOWERS
CANTERBURY WEST
PARKSIDE ESTATES

4500 INKSTER ROAD INKSTER, MICHIGAN 48141

PHONE: (313) 561-2600 FAX: (313) 561-2893

AARON COOPER

EXECUTIVE DIRECTOR

COMMUNITY ROOM PROCEDURES:

*If an occupant is locked out, they should contact the maintenance line at **734-351-5410**

*If an occupant has any issue with cleanliness of their office space or the general area overall contact Resident Services at **313-598-5056** or send an email to

coachmanc@inksterhousing.org

*If an occupant has an emergency such as a leak, the area is flooded or something that is the result of the weather contact maintenance line(1st) and Resident Services

*If someone is interested in renting the space for an Event, they should contact Resident Services via email at coachmanc@inksterhousing.org. Resident services will check the availability of the date requested and then send out an application. If the date of the event is approved, a walk-thru with Resident Services at least 2 days prior to the event will take place, the person renting the space will sign off on a check list. After the event, within 24hrs, another walk-thru will be done and the renter will sign off that everything was order. If there are any damages after the walk-thru, it will be noted on the check list and any cost will be deducted from the security dep. Renters will get their dep. back within 48hrs of the walk-thru.

*If you are a lease holder or have a MOU, if the event you are having in the community room will benefit our residents then no additional fees will apply

*If you are lease holder or have an MOU with IHC and would like to use the community room outside of the days/times listed in your agreement submit an email to Resident Services for the days and times you would like to reserve