

SAULT STE. MARIE HOUSING COMMISSION

COMMUNITY ROOM POLICY

The Community Rooms are available to serve the following purposes:

1. To serve as an extension of the residents' dwelling unit living space. It may be utilized by residents for activities such as birthday, anniversary or graduation parties, family reunions or other special family observances, not for profit club or organizational gatherings.
2. To serve as a meeting place for business meetings and other gatherings of the Resident Council, its committees and other related groups.
3. To provide facilities to other organizations which promote the health, education/training, welfare, recreation, employment or other activities for the residents of the Housing Commission.
4. To provide facilities for the Sault Ste. Marie Housing Commission Board Meetings or other meetings/activities sponsored by the Sault Ste. Marie Housing Commission.
5. To provide facilities for the City of Sault Ste. Marie for meetings/activities sponsored by them.
6. To provide facilities for other agencies/entities for meetings.

To ensure economic and efficient use of the community room space, the following procedures shall apply:

1. Sault Ste. Marie Housing resident group activities shall have first priority on the use of the community space, at no charge. **A \$50.00 sanitizing fee AND a refundable security deposit of \$50.00 applies.** The group is responsible for clean-up.
2. Individual Sault Ste. Marie Housing Commission resident request for the use of community space for family or other social activities shall be in writing (this policy) and will be assigned on a first come first serve basis. **There is no rental fee, but a \$50.00 sanitizing fee and a security deposit of \$50.00 (refundable after there has been confirmed no damage) is required.** Residents are responsible for clean-up.
3. Public Agency uses of the community space may be considered after written request (this policy) and approval by the Executive Director. If it is a Housing Commission sponsored meeting, no written request is required. **There is a \$50.00 sanitizing fee required and there is no charge for the rental.**
4. Temporary public, charitable, educational, or similar uses that are beneficial to the residents may be permitted **with a \$50.00 sanitizing fee**, upon written request, and approval by the Executive Director.

5. All rental activities shall be granted only after such fees are paid and a written agreement (this policy) that the Housing Commission assumes no responsibility for physical damage to the community space and contents and no risk of liability as a result of such activities. Any party utilizing the community space assumes total responsibility during the use of the facility. **An insurance binder listing the Sault Ste. Marie Housing Commission as a loss payee is required.**
6. Any parties requesting private use or use by not-for-profit clubs or organizations of which they are members, shall be responsible for cleaning up and restoring the facilities to a neat and orderly condition after the function. Costs associated with clean-up, repair/replacement of damages beyond "normal wear and tear", or replacement of missing utensils, etc. shall be charged to the responsible resident and the security deposit will be applied.

7. **The following fee schedule shall apply to all rentals of the community space:**

Sault Housing Residents – Per Use Rental Rate	\$0
Public Agencies – Per Use Rental Rate	\$0
Public Rental – Per Use Rental Rate	\$100
Sanitizing Fee – All Renters	\$50
Refundable Security/Damage Deposit (to be refunded upon no findings of damage)	\$50

8. **Special Restrictions**

- A. No alcoholic beverages or controlled substances (illegal drugs) shall be permitted on the premises.
- B. All activities shall be concluded and community rooms cleaned, restored, and vacated no later than 10:00 p.m.
- C. No smoking shall be permitted in or on Sault Ste. Marie Housing Commission properties/buildings.
- D. Local ordinances regarding public nuisance and/or disturbances shall be strictly observed.

DATE

SIGNATURE

DATE

SIGNATURE

REQUEST FOR THE USE OF COMMUNITY SPACE

DATE: _____

NAME: _____

RESPONSIBLE PARTY: _____

ADDRESS: _____ TELEPHONE: _____

TYPE OF AFFAIR: _____

USE OF KITCHEN: _____ NUMBER OF PEOPLE EXPECTED: _____

REQUESTED DATE: _____ TIME: _____ TO: _____

JAMES TERRACE: _____ RIVERVIEW TERRACE: _____ ARLINGTON
TOWNE APARTMENTS: _____

_____ SIGNATURE

*Please note that community spaces at Arlington Towne Apartments and Riverview Terrace
cannot be made private and are not available to the public.*

COMMENTS:

OFFICE USE ONLY:

CHARGE: YES NO AMOUNT: _____

APPROVAL: REQUEST APPROVED _____ REQUEST DENIED: _____

SPACE ASSIGNED: JAMES TERRACE _____ RIVERVIEW TERRACE _____ ARLINGTON _____

DATE: _____ TIME: _____ TO: _____

DATE: _____ SIGNATURE: _____

KEYS ISSUED: _____ KEYS RETURNED: _____

**HOLD HARMLESS AGREEMENT
FOR USE OF COMMUNITY SPACE**

To the fullest extent permitted by law, _____ agrees to defend, pay in behalf of, indemnify, and hold harmless the Sault Ste. Marie Housing Commission, its elected and appointed officials, employees and volunteers and others working in behalf of the Sault Ste. Marie Housing Commission against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Sault Ste. Marie Housing Commission, its elected and appointed officials, employees, volunteers or others working in behalf of the Sault Ste. Marie Housing Commission, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

Name of Individual or Agency (Printed)

Date

Signature of Responsible Party

Address

Telephone Number _____