

DIGHTON HOUSING AUTHORITY
COMMUNITY ROOM INFORMATION

The Community Room can be reserved for any tenant at no charge. First come first serve basis. Tenant should see the Executive Director to reserve the room.

Any other organization or person, other than a Dighton Housing Authority Tenant, that would like to use the Community Room for a purpose that would not benefit the Dighton Housing Authority has to pay a fee. The fee is \$30.00 (thirty dollars) per time they use the Community Room. The organization or person should contact the Executive Director to reserve the Community Room. First come first serve basis.

As per Department of Housing and Community Development Regulations (760 CMR 4.04(2)(i)) no Dighton Housing Authority board member or employee shall make personal use of or permit any other person to make personal use of any property belonging to the Dighton Housing Authority.

Any one using the Dighton Housing Authority Community Room must sign a Community Room Request Policy Form and abide by all rules listed on the form (attached please find a copy of the form).

Approved by Board Action at its Tuesday, June 11, 2002 Meeting.

REQUEST FOR USE OF COMMUNITY ROOM
CHARLES E. FRENCH COMMUNITY CENTER

REQUESTED DATE: _____ TYPE OF FUNCTION: _____
NUMBER OF GUESTS: _____ TENANT/ORGANIZATION: _____

USE POLICY

1. Tenants/Organization wishing to use the community room should make a reservation with the office staff. The office staff must be aware of plans to use the room, especially when the use will occur during the evening or weekend.
2. In order to reserve the room, a community room request form must be filled out. The tenant/organization will be asked to sign that they have read and understood the policy.
3. Guests will use the housing authority facilities at their own risk. The community room request form will contain the following statement: the tenant and their guests will indemnify, defend and hold harmless the **Dighton Housing Authority**, its officers, employees, agents, contractors and any successors-in-interest from and against all loss, liability, damage and expense, including reasonable attorneys' fees, occasioned by or associated with any claims of lawsuits related to the use of the **Dighton Housing Authority community room located at 300 Lincoln Avenue, North Dighton, MA.**
4. The use of alcoholic beverages and smoking are prohibited in all buildings owned by the commonwealth. Our community room is no exception.
5. The tenant/organization hosting shall be present for the entire function.
6. In order to protect the right of all tenants to quiet and privacy, the following rules must be observed:
 - a. All gatherings must end by 12:00 p.m. (midnight).
 - b. Guests (especially children) must remain inside the building, except when arriving or leaving the event.
 - c. All guests are expected to behave in a quite and orderly manner.
7. Any damage done to housing authority equipment or property, at this function, is the responsibility of the tenant/organization and their guests. Any damage must be reported to the office immediately.
8. The building should be left in the same condition that it was found. All tables and chairs should be returned to their original positions. No food to be left in the refrigerator.
9. The tenant/organization, signing below, will be held responsible for all the actions of themselves and their guest.
10. The Board of Commissioners of the **Dighton Housing Authority** may revoke the privilege of using the community room if this policy is not adhered to.

I, _____, have read, understand, and agree to abide by **Dighton Housing Authority** policy for use of the community located at **300 Lincoln Avenue, North Dighton, MA.** I also agree to inform my guests of these rules and be sure they, too, abide by them. Furthermore, I agree to indemnify, defend, and hold harmless the **Dighton Housing Authority**, its officers, employees, agents, contractors and any successors-in-interest from and against all loss, liability, damage and expense, including reasonable attorneys' fees, occasioned by or associated with any claims of lawsuits related to the use of the Dighton Housing Authority's community room.

SIGNATURE _____

DATE: _____

Approved by Board Action at its Tuesday, July 14, 2015 Meeting.