

# HARRIETSTOWN HOUSING AUTHORITY

14 KIWASSA ROAD  
SARANAC LAKE, NEW YORK 12983



LAKE FLOWER APARTMENTS  
ALGONQUIN APARTMENTS  
SECTION 8 RENTAL ASSISTANCE

DAVID ALDRICH  
EXECUTIVE DIRECTOR

## APPLICATION FOR GROUP/RESIDENT USE OF SPACE

- |                          |                            |                          |             |
|--------------------------|----------------------------|--------------------------|-------------|
| <input type="checkbox"/> | LAKE FLOWER COMMUNITY ROOM | <input type="checkbox"/> | KITCHEN USE |
| <input type="checkbox"/> | LAKE FLOWER BOARD ROOM     |                          |             |
| <input type="checkbox"/> | ALGONQUIN COMMUNITY ROOM   | <input type="checkbox"/> | KITCHEN USE |
| <input type="checkbox"/> | MAMIE HOGAN SOCIAL ROOM    | <input type="checkbox"/> | KITCHEN USE |

**(Please Check One)**

Group/Resident Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Contact Persons: 1 \_\_\_\_\_ phone \_\_\_\_\_  
 2 \_\_\_\_\_ phone \_\_\_\_\_

What is this planned activity? \_\_\_\_\_  
**Number of participants from:**  
 Lake Flower Apartments \_\_\_\_\_  
 Algonquin Apartments \_\_\_\_\_  
 General Public \_\_\_\_\_  
**Day and Time requested:** \_\_\_\_\_

**I have received and understand Facility use policy.**

Sign \_\_\_\_\_ Date \_\_\_\_\_

- Group Responsible for cleaning area of use including removal of trash to outside receptacle. Deposit returnable pending cleaning. Group Responsible for all damages caused by attendees.
- **Certificate of Insurance must be presented upon approval prior to occupancy**

**Certificate received** \_\_\_\_\_ **Date of expiration** \_\_\_\_\_

**Housing Authority Use:**  
 Cleaning deposit \$ \_\_\_\_\_ Charges for use: \$ \_\_\_\_\_

Approved:  Denied:   
 Signed: \_\_\_\_\_ DATE \_\_\_\_\_  
 Additional information required: \_\_\_\_\_

HHA 10/2002  
 Revised 11/29/04  
 FAX (518) 891-3630

# HARRIETSTOWN HOUSING AUTHORITY FACILITIES USE POLICY

The Harrietstown Housing Authority has two facilities with space for use at each.

## **Lake Flower Apartments**

- **Mamie Hogan Room**
- **Board Room**
- **Community Room**

## **Algonquin Apartments**

- **Community room**

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

## **ROOM UTILIZATION**

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

The Executive Director, or designee, 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. 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:

The Administrative Staff of the Housing Authority is responsible for determining the appropriateness of requested use and the proper utilization of the available spaces. Following are some examples of appropriate use of the Community Spaces:

1. ***Housing Authority*** use: HA Board of Commissioner meetings, HUD area meetings and HA Staff meetings.
2. ***Resident Support*** use such as: Resident Association Meetings, WIC, Funtastic Thursday, Public Health, and Adirondack Medical Center Flu shot Clinics.
3. ***Educational*** uses such as: Nutrition/Health, Exercise Programs and Lectures.
4. ***Group Activities*** such as Spiritual Meetings, Rummage Sales, Bake Sales, Games/Puzzle/Cards, Scouts and Bingo.
5. ***Entertainment*** such as: Birthday parties, Holiday Parties and Musical Entertainment.

# HARRIETSTOWN HOUSING AUTHORITY FACILITIES USE POLICY

## SCHEDULING

### **FIRST PRIORITY**

Housing Authority Meetings or Business of any nature shall have first preference for community room space.

### **SECOND PRIORITY**

Resident Association activities shall then have preference for community space use. The Association Officers planning to make use of community spaces should contact the HA Main Office staff in advance to reserve it.

### **THIRD PRIORITY**

Individuals or groups providing educational programs and/or service to the residents. Those reserving the community space are responsible for returning that community space to its original condition. Failure to do so will result in damage charges being assessed that will cover the cost of materials and supplies needed to restore the community space to its original condition.

### **FOURTH PRIORITY**

Groups and Organizations who can be expected to cooperate with and assist the Housing Authority in various ways. Those reserving a community space are responsible for returning that community space to its original condition. Failure to do so will result in damage charges being assessed that will cover the cost of materials and supplies needed to restore that community space to its original condition.

### **FIFTH PRIORITY**

Individual residents and the general public planning to make use of community space should contact the HA Main Office staff in advance and complete a facilities use application to reserve it. Residents reserving the community space are responsible for returning the community space used to its original condition. If they fail to do this, damage charges will be assessed to cover the cost of materials and supplies needed to restore the community space to its original condition, and the resident responsible for reserving the space will be required to pay these costs. Individuals and groups from the general public will be assessed a non-refundable fee to cover utilities, disposables, and cleanup.

Comment [d1]: add

Comment [d2]: add

Community space activities will be printed in the newsletter calendar for the convenience of residents.

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.

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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. There will be no charge for any approved resident activity. Other activity hosted by outside agencies that are affiliated as follows: government, religious, or not-for-profit will be negotiated based on the resident benefit. For all others agencies and those not equipped to perform clean up a charge of \$25 will be required to cover the cost of utilities and janitorial expenses.
- 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 the amount of \$1,000,000.00 per occurrence is required. Harrietstown Housing Authority will be named as additional insured. Residents are exempted from this requirement.
- D. Any profits should be used to promote the residents as a whole or some recognized welfare or benevolent purpose.

Comment [d3]: delete

Although the Housing Authority provides janitorial services, 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. The Authority may charge a refundable \$25.00 cleaning/security deposit prior to a group using the facilities. Continued violation of this condition may be grounds to deny future use of the facility.

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.

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 Office.

The Harrietstown 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 Harrietstown Housing Authority and are not deemed by the Harrietstown 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 Harrietstown 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.

## HARRIETSTOWN HOUSING AUTHORITY FACILITIES USE POLICY

### SPACE USE RULES

1. Adult supervision is required at all events.
2. **No smoking is allowed.** This includes all common areas: the social/TV room, dining room, pool table area, computer area, and chapel room.
3. **No Alcoholic Beverages Allowed.** This includes wine and beer. Permission may be granted upon receipt of a written request to only Residents for special occasions (New Years Eve).
4. All decorations and tape must be used with care and removed after use any wall damage from decoration will be the responsibility of the user.
5. The Algonquin Community Room must be vacated by 10:00 p.m. Lake Flower by 11:00 p.m.
6. No loud noises or functions will take place that may disturb other residents.
7. No sleeping on furniture in any of the common areas.
8. No person other than the leaseholder may reserve the room for private use.
9. Only unorganized resident related activities are allowed unless previously approved and scheduled by the Housing Authority.
10. All chairs and tables must be returned to their original position, with tables placed as they were and chairs around them. **DO NOT DRAG TABLES AND CHAIRS.**
11. All trash, bottles, or other materials must be discarded in the trashcan provided, by each individual using the Community room.
12. All food particles and spills must be cleaned up.
13. All windows must be shut prior to leaving(to prevent water freeze ups in cold weather). (NO tampering with the thermostat.)
14. Kitchen area must be cleaned and items used put away to restore it to its original condition.

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15. All floors must be swept with a broom all carpets must be vacuumed. Access to cleaning equipment will be discussed with staff when receiving written authorization.
16. No switching of keys or reserving the room for another resident or individual unless approved in advance by the Harrietstown Housing Authority. Keys must remain in the possession of the individual receiving them from the office.
17. Keys must be returned to the office, on the next workday before noon unless specific arrangements have been made for an exception. Late returns will risk forfeiture of cleaning/security deposit.
18. If the keys are either not returned, or lost, the resident who signed for the Community Room will be held responsible and will have to pay for any keys that must be replaced or locks that must be changed.

Resident group programs are not exempt from cleaning up, and must also follow the Community Room Rules. If any of these rules are not followed, and the Harrietstown Housing Authority feels that there has been negligence on the part of the resident group, then action will be taken to prevent that resident group from using the Community Room in the future. The resident group will also be charged for any damages incurred.

Only persons attending a specific function being held in the Community spaces are to be allowed in the buildings. Any other person should be asked to leave. If there are any problems, please call Police at 891-4422 immediately.

**THESE RULES MUST BE FOLLOWED BY ALL ----NO EXCEPTIONS!!**

If there are any maintenance problems while you are using the space, please call the Main Office at 891-3050. If it is after hours, the answering service will contact the appropriate individuals to take care of the problem.