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.

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

There is a $35.00 non refundable fee for exclusive use of the community area. The APHC management has the authority to waive the fee for APHC sponsored events.

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 Commission at any time. Priorities for scheduling groups into Housing Commission space shall be as follows:

1. Activities or meetings hosted by the Housing Commission.
2. Activities or meetings hosted by a recognized resident or resident group.
3. Activities or meetings hosted by others for the exclusive benefit of residents.
4. Activities or meetings hosted by community groups for the benefit of both residents and non-residents.
5. Activities or meetings hosted by community groups for the primary benefit of non-residents.

Responsible community agencies conducting education, health, welfare, and reaction programs to meet the needs of the Allen Park Housing Commission’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 veteran’s organizations, civic groups, if there is no interference with the use of the building by Housing Commission or resident or resident sponsored activities.

Although janitorial services will be provided by the Allen Park Housing Commission, 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 Allen Park Housing Commission 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.

No one using the facilities of the Allen Park Housing Commission 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 Allen Park Housing Condition’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 Commission’s office.

The Allen Park Housing Commission 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, patio, walking track, 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 Allen Park Housing Commission property except in connection with official Allen Park Housing Commission sponsored activities.

**COMMUNITY / MULTI-PURPOSE ROOM RULES**

The multi-purpose room is available for use to all residents and Board Members for their recreational and social pleasure. It is expected that each resident and his/her guests will treat this area as if it were their own. This will ensure that other tenants will be able to enjoy the use of this room as well.

In order to be fair and considerate to all residents, the tenant hosting a private party must assume responsibility for the following:

1. Make reservations for the room in advance and advise management of any requested set-up plans. If we have more than one request for the same day (especially during the holiday season), then the first person to request the room may choose between the morning/afternoon (11:00 a.m. – 4:00 p.m.) or the afternoon/evening (5:00p.m. – 9:00 p.m.). The second person to request the room may take the remaining time period or choose another day.
2. Post a greeter at the door to admit your guests and thus maintain security.

DOORS ARE NOT TO BE LEFT/PROPPED OPEN.

1. Insure that all guests conduct themselves in a manner which will not disturb other residents. CHILDREN MUST BE KEPT IN THE MULTI-PURPOSE ROOM AND ARE NOT PERMITTED IN THE HALLS OR LOBBY AREAS UNLESS ACCOMPANIED BY AN ADULT.
2. Leave the room in a neat and clean condition. A $75.00 deposit will be required and returned to Tenant if all conditions are met as follows:
3. All trash is to be gathered and disposed of in an area designated by the Executive Director.
4. The entire kitchen area should be returned to its normal condition. Guests may use the stove, microwave, refrigerator, and sink. DO NOT use the grill, dishwasher, dishes, paper products and towels. Bring your own towels, dishes, ice, and extra garbage bags. You may use the TV and VCR under adult supervision.
5. The kitchen floor should be swept and any spills wiped up. The multi-purpose room carpet should be vacuumed as necessary.
6. Check the restrooms before and after your party to make certain they are left in a safe and sanitary fashion. Notify management immediately if any problem exists.
7. Make certain all windows and doors are locked and secured.

**ALLEN PARK HOUSING COMMISSION**

**MULTI-PURPOSE ROOM USE CONTRACT**

I (we) the undersigned, hereafter called the user,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name of person signing contract Type of Event

Agree to pay the Allen Park Housing Commission a $35.00 nonrefundable fee for use of the community space and a security deposit of $75.00.

1. Refund - The security deposit is refundable only after the Allen Park Housing Commission has determined that there is no damage to the facility. The damages, if any, will be deducted from the security deposit. After the event, a refund will be issued by the Allen Park Housing Commission within seven (7) days after it is determined there is no damage to the facility.
2. Capacity of the Multi-Purpose Room is 148 or otherwise as posted by the fire marshall.
3. Renters are allowed to come in one (1) hour prior to rental time. All activity must stop one hour before (4:00 p.m. for afternoon and 8:00 p.m. for evening) and the room must be vacated by 5:00 p.m. for afternoon and 9:00 p.m. for evening.
4. All food, perishables, bottles, cans, paper, etc., are to be removed from the Multi-Purpose Room/premises and placed in tied plastic bags and placed in designated trash disposal areas.
5. I (we) agree to assume complete responsibility for all damages resulting from willful or careless destruction of the facility during rental period, and further agree to pay for all damages to the building and/or its contents.
6. I (we) agree to protect and save the Allen Park Housing Commission from any claims for injuries to the property or persons resulting from accident, negligence, or other happenings on the premises.
7. I (we) agree that all food is served at the risk of the user and that its guests and their welfare, health, and/or service are exclusively the responsibility of the user.
8. This is a NON-SMOKING facility and there is to be NO alcohol on the premises.
9. I (we) agree that the premises will be used ONLY for legal and lawful purposes in compliance with all statutes and ordinances affecting the use of this facility.
10. I (we) agree to protect and save the Allen Park Housing Commission from any claims for lost, stolen, or damaged clothing and/or personal effects.
11. I (we) agree to protect and save the Allen Park Housing Commission from any claim resulting from automobile parking, entry to and exiting the premises. Also, all cars are handled on the lot at owner’s expense and risk. Any persons so driving shall be exclusive servant to the owner.
12. I (we) agree to leave the facility in the same condition as when it was rented.

CAUTION: Failure to comply with the rules stated above may result in additional charges, and may result in refusal by Allen Park Housing Commission to rent to that individual in the future.

Signature of User: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of User:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (day): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (evening): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted by:

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

Executive Director