

# CRHA FACILITIES USE POLICY AND AGREEMENT

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## I. FACILITIES USE PRIORITIES

- a. The Charlottesville Redevelopment and Housing Authority (CRHA) community facilities are located in the following developments and each is allowed a maximum amount of occupancy as follows:
  - i. Crescent Hall Community Center - 76 persons / 78 Chairs
  - ii. Sixth Street Community Center- 40 persons / 42 Chairs
  - iii. South First Street Community Center- 70 persons 72 Chairs
  - iv. Westhaven Community Center- 55 persons / 56 Chairs
- b. These facilities will be used primarily for the benefit of the residents and secondly for organizations providing direct benefit to residents.
- c. CRHA functions and residents are granted priority in the use of CRHA Facilities unless otherwise determined by the Executive Director.
- d. All other recognized and responsible organizations will be granted equal opportunity and fair and equal treatment with respect to granting requests for meeting space and use of all other CRHA properties and grounds (i.e. parks, parking lots, playgrounds, ball fields, etc.).
- e. Facilities are available from 8:00 a.m. to 9:30 p.m., subject to availability.
- f. Priorities for scheduling groups for use of CRHA facilities shall be as follows:
  - i. Funeral reception of a residents' immediate family member (mother, father, son, daughter);
  - ii. Activities or meetings hosted by CRHA;
  - iii. Activities or meetings hosted by residents or a recognized resident group;
  - iv. Activities or meetings hosted by others for the exclusive benefits of residents;
  - v. Others with prior written permission of the Executive Director.
- g. Reservations may not be made for more than 60 days in advance.
- h. Groups may be scheduled for specific time and space on a recurring basis with the written permission of the Executive Director.
  - i. CRHA will ask for specific dates for these activities and will check every three (3) months to ensure they are still occurring;
  - ii. Organizations that sponsor or provide on-going programs for residents must renew their reservation agreement annually.
  - iii. This permission shall be subject to revocation by the Executive Director at any time.
- i. All cancellations must be reported to CRHA with at least 48 hours prior notice.
- j. In the event CRHA must cancel a reservation, the resident or organization will be notified as soon as possible and all fees and deposits will be returned.

## II. RESIDENT USE AND RESPONSIBILITIES

- a. CRHA may, at their discretion, require the presence of CRHA staff or public safety personnel to insure the safety of all participants.
  - i. If public safety personnel are required for CRHA co-sponsored events, the cost of the public safety personnel will be underwritten by CRHA
  - ii. If CRHA determines that public safety personnel are required for events that are not co-sponsored by CRHA, the applicant must provide written verification that this service will be provided by on-duty or off-duty police officers of the Charlottesville Police Department.
- b. Users of CRHA Facilities must adhere to the same terms and conditions in the CRHA lease including, but not limited to, Section 13, Part N: OBLIGATIONS OF RESIDENT, HOUSEHOLD MEMBERS AND GUESTS, which reads:

*“In addition to the other obligations under the Lease, Resident must comply with, and must cause Household Members and guests to act, in a manner that will not disturb the other residents' peaceful enjoyment of their apartments and will be conducive to maintaining the Development in a decent, safe and sanitary condition.”*

- c. In order to be sure that all residents or organizations using CRHA’s facilities are aware of this policy and agree to comply with it, anyone requesting use of community spaces must complete this *Facilities Use Policy and Agreement* and be given authorization by the Executive Director, or designee, before using the community space and/or facility.
- d. A file will be maintained on all Community Center activities indicating dates, responsible party(s) name(s), contact information, along with other general comments and a copy of the signed policy.
- e. If there are any maintenance problems while you are using the Community Room, please call the Maintenance Office at (434)326-4729. If it is after hours, please leave a message and the answering service will contact the appropriate staff.

## III. FACILITY SPACE UTILIZATION by RESIDENTS:

- a. Must owe less than \$50 to CRHA for less than 30 days in order to make a reservation request;
- b. Must pay a \$25 deposit at the time of reservation request. Deposit is refundable, provided the terms and conditions of the *Facilities Use Policy and Agreement* are met;
  - c. Must not charge for attendance to a function or raise funds for any non-CRHA approved purpose.

#### IV. NON-RESIDENT FACILITY SPACE USE:

- a. **NON-PROFIT AGENCIES** who use the Community Space to conduct non-income producing activities for the benefit of CRHA residents will not be charged a \$25 deposit for each uses and must:
  - i. **Demonstrate** that the use meets the needs of CRHA residents;
  - ii. Provide a pre-approved regular schedule;
  - iii. Agree by signing this agreement that the applicant will strictly adhere to Federal, State and local regulations regarding permits for, and taxes on, such enterprises;
  - iv. Provide proof of liability insurance in an adequate amount as prescribed by CRHA. Resident Associations that are co-sponsored by CRHA, such as PHAR, are exempt from this requirement.
- b. **NON-PROFIT AGENCIES** who use the Community Space to conduct non-income producing activities designed NOT to specifically meet the needs of CRHA residents must:
  - i. Pay a \$50 reservation deposit at the time of reservation request and a \$30 rental fee. Deposit is refundable, provided the conditions of the *Facilities Use Policy and Agreement* are kept;
  - ii. Agree by signing this agreement that the applicant will strictly adhere to Federal, State and local regulations regarding permits for, and taxes on, such enterprises;
  - iii. Provide proof of liability insurance in an adequate amount as prescribed by CRHA. Resident Associations that are co-sponsored by CRHA, such as PHAR, are exempt from this requirement.
- c. **NON-PROFIT AGENCIES** who use the Community Space to conduct income producing activities, such as benefits, bazaars, exhibits or suppers must:
  - i. Provide CRHA with a detailed description of the event planned;
  - ii. Demonstrate that any profits raised will be used to benefit residents as a whole or some recognized resident assistance or benevolent purpose;
  - iii. Present to CRHA, upon request, information that verifies the amount of funds that were raised per event, the deposit of these funds into an account with a banking institution, the date on which funds will be distributed and to whom. Failure to provide requested information will result in termination of future sponsored events.

#### V. SCHEDULING AND CANCELLATIONS

- a. The Executive Director, or designee, shall be responsible for scheduling all facility reservations. Reservations must be made at least three business days in advance of the event.

**b. WEEKDAY RESERVATIONS:**

- i. Community Centers will be reserved in 4-hour increments. The applicant must arrange their schedule to accommodate time for set-up and clean-up and to complete a space inventory with CRHA staff within this time frame.
- ii. Applicant may request additional reservation time by contacting CRHA within the two (2) weeks prior to the event. Approval is dependent on whether or not there are other reservations in place during the requested extension time.
- iii. Reservations scheduled and then cancelled with less than 24 hour notice to CRHA or deposit will not be refunded.

**c. WEEKEND AND HOLIDAY RESERVATIONS:**

- i. Community Centers will be reserved for up to eight (8) hours per event. The applicant must arrange their schedule to accommodate time for set-up and clean-up and to complete an inventory with CRHA staff within this time frame.
- ii. Reservations on holidays, weekends or longer than 4 hours require 48 hour cancellation notice to CRHA or deposit will not be refunded.

**VI. GENERAL USER RESPONSIBILITIES**

- a. Any and all exceptions to the Facilities Use Policy and Agreement must be approved by the Executive Director.
- b. All Facility users will first meet with CRHA personnel and show identification. User will then complete an entering-inventory and Facility inspection together with CRHA personnel. When a party is finished the applicant will contact maintenance staff on-call for exiting-inventory, inspection and lock-up.
- c. All groups using the facilities are required to restore the space to clean and orderly. This will require removal of all litter and excessive dirt to the extent that is practical.
- d. If the resident or organization fails to do this, damage charges will be assessed and billed to cover the cost of materials and supplies needed to restore the community space or facility to clean and orderly. The resident or organization will be required to pay these costs.
- e. CRHA prohibits the properties to be used in such a way as to force residents into becoming "captive audiences" for activities and events which are not sponsored by CRHA. It is specifically the intent that CRHA properties not be considered as a designated public forum, or even a limited or nonpublic forum, so as to require CRHA to allow third parties to utilize or have access to such areas for activities and events that are not officially sponsored and/or approved by CRHA.
- f. The resident or organization will agree to be responsible for any damages that occur during their event.

- g. Violation of any of the conditions within this policy may be grounds for denying future use of facilities.
- h. Minors under eighteen (18) years of age must be supervised by a responsible adult at all times and at all events.
- i. No smoking is allowed. This includes all common areas.
- j. No alcoholic beverages allowed. This includes wine and beer.  
No drugs or other controlled substances.
- k. No gambling.
- l. No loitering outside of the community rooms is permitted. Offending person will be asked to leave the property. The event may be terminated by the attending staff.
- m. All decorations and tape must be used with care and removed after use, so as to leave walls and surfaces undamaged.
- n. No loud noises or functions will take place that may disturb other residents' peaceful enjoyment.
- o. No sleeping on furniture in any of the common areas or rooms.
- p. No resident other than the head of household (leaseholder) may sign the contract agreement and use the Community Center.
- q. Individuals may not reserve the room for another resident or individual unless approved in advance by CRHA. This will result in permanent suspension of using Community Space.
- r. Only resident-related activities are allowed unless previously approved by CRHA.
- s. All chairs and tables must be returned to their original positions. Occupants must not drag tables and chairs, which will damage floors. (Assistance from our Maintenance Staff may be arranged those requiring a Reasonable Accommodation.)
- t. All trash, bottles or other materials must be discarded in the trashcan provided
- u. All food particles and spills must be cleaned up.
- v. All windows must be shut prior to leaving.
- w. NO tampering with the thermostat.
- x. Kitchen area must be cleaned and restored to its clean and orderly.
- y. All debris must be swept with a broom and discarded. The broom will be left in the kitchen for this purpose.
- z. Unscheduled use of the community room is strictly prohibited.
- aa. Children's Programs and lunch programs are not exempt from requirements, and must also follow the Community Room Rules.
- bb. Only persons attending a specific function being held in the Community Room are to be allowed in the building. Any other person shall be asked to leave. If there are any problems with the behavior of residents, applicant or guests should call the Police at 911 immediately.

**VII. COMMUNITY CENTER AGREEMENT** is between CRHA and the applicant listed below for the use of the following community center: (CIRCLE ONE)

- a. Crescent Hall Community Center - 76 persons / 78 Chairs
- b. Sixth Street Community Center- 40 persons / 42 Chairs
- c. South First Street Community Center- 70 persons 72 Chairs
- d. Westhaven Community Center- 55 persons / 56 Chairs

APPLICANT: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ END DATE: \_\_\_\_\_  
START TIME: \_\_\_\_\_  
END TIME: \_\_\_\_\_

TELEPHONE: CELL and HOME: \_\_\_\_\_

ORGANIZATION/INDIVIDUAL: \_\_\_\_\_

HOW EVENT BENEFITS CRHA RESIDENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIII. ACKNOWLEDGMENT**

By your signature below you certify that you have read, understand and agree to be bound by the preceding *Facilities Use Policy*.

\_\_\_\_\_  
*Signature of Leaseholder/Applicant*

\_\_\_\_\_  
*Date*