

COMMUNITY ROOM USE GUIDELINES

1. GENERAL

LMHA may lease its community rooms to its residents and organizations that provide services to LMHA's residents and surrounding community. The cost to lease a community room is \$100.00 per day. The refundable security deposit is \$50.00 for residents and \$100.00 for organizations.

LMHA will lease such community rooms to residents for resident-sponsored functions only. Non-resident use of these sites will be limited to events primarily serving the general LMHA community or to resident organizational meetings. Long-standing contracts may exist on certain facilities. LMHA will first be required to honor its existing contracts and long-term arrangements. Other functions will be scheduled on a first-come, first-served basis. Residents will have the opportunity to lease a community room, if such space is available within the development where they are housed.

2. ALLOWABLE USE

LMHA community facilities may be used for the following purposes only:

- (a) Community rooms shall be used primarily for programs and activities conducted by community service agencies or residents/groups for benefit of residents.
- (b) LMHA may lease community rooms to resident-sponsored non-profit groups, clubs or organizations for activities (i.e., benefits, bazaars, exhibits, dances, etc.), provided such activities are operated in accordance with the following provisions:
 1. There shall be strict adherence to Federal, State and Local regulations regarding permits and taxes on such enterprises.
 2. Any profits shall be used to promote the welfare of resident organizations/councils.
 3. Only non-potentially hazardous foods are permitted to be sold by any non-profit organization. The non-profit group must follow the specific guidelines of the Toledo Lucas County Health Department (Exhibit 2).
- (c) The community rooms may be leased for personal and family functions.

3. PROHIBITED USE AND ACTIVITIES

- (a) LMHA community facilities/properties may not be leased for services and/or activities that do not promote the positive well-being of the community and the general welfare of LMHA residents.
- (b) The resident/group agrees not to make or permit noises or acts which may disrupt the other residents' peaceful enjoyment of their accommodations. This includes, but is not limited to, maintaining the volume of any radios, phonographs, televisions or musical instruments at a level, which will not disturb neighbors.
- (c) The resident/group agrees to refrain from and to cause members or guests to refrain from loitering outside the community room, obstructing common ground areas, sidewalks, passages, elevators or stairs, parking lots or driveways.
- (d) Collection of monies or tithing is not permitted.
- (e) Gambling, betting or playing any scheme or game of chance for profit.

4. COMMUNITY ROOM SCHEDULING PROCEDURES

- (a) The resident/group desiring use of the facility must make this request at the appropriate LMHA property management office at least 3 days in advance if possible. At or prior to that time, the resident/group shall be provided a copy of the community room use guidelines for review.
- (b) The property management office shall, if the proposed use is approved, schedule the requested date, jointly inspect the facilities, execute the agreement between the resident/group and **accept the lease fee of \$100.00** and a \$50.00 refundable security deposit. **Payment of both must be by money order of cashier's check payable to the LMHA.** The deposit will be returned only if the space is returned without damage, and cleaned. The key must be returned to the property management office by noon the following business day. Charges in excess of the \$50.00 security deposit, if any, will be charged against the residents' account.
- (c) Prior to issuing the keys, the resident/group shall already have signed an agreement form (copy attached) acknowledging acceptance of the guidelines, intent to comply fully, and shall have provided the **\$100.00 lease fee and \$50.00 or \$100.00 refundable security deposit** to the LMHA property management office.
- (d) Residents signing the form shall be responsible for opening and securing the facility. Also, the resident signing the form must be present during the complete timeframe involving use of the room. In the event LMHA staff is required to open and/or close the facility, an additional amount will be charged to cover the Authority's costs and shall be paid in advance by the user.
- (e) Residents of LMHA Scattered Sites may utilize the Community Room facility at 201 Belmont. All arrangements will be made through AMP 131.

(f) Hours of community room use shall be as follows:

All Developments - 9 a.m. - 10 p.m. SUNDAY THROUGH SATURDAY

Any variance from this timetable must be approved in advance by the appropriate RAM.

Access arrangements: Keys may be picked up not earlier than four (4) hours before the opening time (as listed above) of the facility Monday through Friday. For weekend activities, keys may be picked up on Friday between the hours of 8:30 a.m. and 4:30 p.m. at the appropriate management office. Access to the facility will not be allowed until the day of the function between the hours stated above. If access is needed a day in advance for the function, users must coordinate with the management office for the facility.

CANCELLATION: Failure to give management a minimum of twenty-four (24) hours Notice of reservation cancellation will result in forfeiture of the \$100.00 lease fee and \$50.00 refundable security deposit.

(g) Persons or organizations using community room space must pay for the replacement or repair of any equipment or keys made available to them which are broken or lost as a result of the activity. Cost shall be determined by LMHA management and first billed against the security deposit, and then to the resident's rent statement, or to the responsible organization.

(h) LMHA Form 112 (Exhibit "1"), should be filled out in duplicate by the resident or responsible group. The original shall be retained at the management office, and a copy shall be given to the resident/users.

5. RULES AND CONDUCT

(a) SERVING OF ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES IS STRICTLY PROHIBITED.

(b) Smoking shall be prohibited inside the Community Room, vestibule or any interior portion of an LMHA owned facility.

(c) RESIDENTS/USERS ARE RESPONSIBLE FOR THE CONDUCT OF PERSONS ATTENDING THE ACTIVITY (paragraph 3a, b, c)

(d) Decorations may be put up and must be removed when the program is completed (including Scotch tape, balloons and crepe paper). The resident/users will be charged for damages, clean up, or removal of decorations.

(e) Resident/user must pay the cost of labor and materials required to restore the space to an acceptable condition.

1. Floors must be swept and tables/chair put in their proper places after being wiped down with an antibacterial soap (mixed with water) or cleanser;

2. All windows and doors must be closed and locked;

3. Garbage/rubbish must be removed before closing; LMHA shall furnish 2 garbage bags, a broom, mop and bucket.
 4. General cleaning of any areas utilized, including bathrooms, kitchens, dishes, appliances (including ovens), tables, chairs, etc., must be performed.
- (f) LMHA shall not be responsible for incidents stemming from violation of this regulation. The resident/user agrees to hold LMHA harmless in the event of any legal action pertaining to violation of any laws of the State of Ohio, the Lease Agreement, this rule or other laws or regulations. Any resident/user found to have violated the rules will be deprived of further community building privileges by the LMHA.
 - (g) Request for children's activities must be made by an adult who will assume full responsibility for the activity and who must be present during the use. At no time will any activities conflict with the curfew laws for minors, or any other Federal, State, or local laws.
 - (h) If requested by Management, some functions, including any dance promoted for teen-age groups, must have police protection or guards paid for by the resident/user. Documentation of police coverage must be presented in advance of using the room.
 - (i) Both management and the groups using the building shall check all safety provisions (i.e., marked exits, overcrowding, fire hazards, blocked exits, and location of fire extinguishers).
 - (j) Gambling of all types is prohibited.
 - (k) The space may not be used for personal monetary gain.
 - (l) An inspection of the space shall be conducted by management, or its designated representative, before and after each use of the facility. Management shall have the responsibility for determining whether damages have been caused and whether satisfactory janitorial work has been completed by the resident/user. Return of the facility in unsatisfactory condition shall cause the full deposit to become non refundable (NO partial refunds). Additionally, damages more than the deposit amount will be billed to the resident/user.
 - (m) Any after-hours lock-out from these facilities will be billed at \$60.00 per incident. Business hours lock-out charge is **\$30.00**. Both charges are subject to change based upon the LMHA's chargeable work order fee schedule.
 - (n) Parking on the grass is prohibited. Parking should be limited to the adjacent parking lots or streets. Handicapped parking restrictions will be enforced by Management or community policing officers.
 - (o) All equipment furniture, tables, chairs, etc. contained within the Community Room shall remain inside the building and shall not be removed by residents or groups utilizing the building/room.

6. NON-RESIDENT USE OF COMMUNITY SPACE FOR WHICH CHARGES SHALL BE MADE

Any non-profit group desiring to use the community room space for any activity not being provided for the benefit of LMHA residents shall be charged a \$100.00 lease fee and a \$100.00 refundable security deposit, which will be refunded if the community room is left in good condition. An inspection is to be done. The lease fee and refundable security deposit shall be submitted as a money order or cashier's check.

Exhibit "1"

LUCAS METROPOLITAN HOUSING AUTHORITY
COMMUNITY ROOM REQUEST

NAME PERSON/GROUP: _____ SS# _____

ADDRESS: _____ PHONE #: _____

ALTERNATE PHONE #: _____

DATE OF REQUEST: _____ DATE OF EVENT: _____

ACTIVITY/EVENT OR PURPOSE OF MEETING:

SUPPLIES NEEDED (TABLES, CHAIRS, ETC.) _____

BUILDING AVAILABLE:

_____ YES _____

_____ NO _____

KEYS ISSUED?

_____ YES _____

_____ NO _____

LMHA REPRESENTATIVE SIGNATURE

RESIDENT/GROUP USER REPRESENTATIVE SIGNATURE

AMOUNT OF LEASE FEE PAID: \$100.00

DATE: _____

AMOUNT DEPOSIT PAID: \$ _____

DATE: _____

AMOUNT DEPOSIT RETURNED: \$ _____

DATE: _____

I acknowledge acceptance of the guidelines and intend to comply fully.

LMHA REPRESENTATIVE SIGNATURE

RESIDENT/GROUP USER REPRESENTATIVE SIGNATURE

∨ Community Room Inspection Completed by LMHA Management

∨ All areas were left clean and organized. All equipment/appliances left in good operation and cleaned.

∨ Areas were left dirty.

∨ Equipment or appliances found in disrepair or dirty.

∨ Damages were noted: _____

∨ Other – Comments

Keys returned to LMHA

∨ Yes

∨ No

Date: _____

Time: _____

Received by: _____

LMHA Staff

SITES

Brand Whitlock Community Room Nebraska and Division Streets	419-259-9513
Ravine Park Community Room Seaman and Poplar Streets Birmingham Terrace Community Room 2100 Consaul Street Harry Hansen Terrace 3200 Block of N. Erie	419-259-9461
Port Lawrence Community Room 201 Belmont McClinton Nunn Community Room Nebraska & Collingwood	419-259-9563
Ashley Arms 1950 W. Bancroft Richmar Manor Community Room 3433 W. Alexis	419-254-4401
Weiler Homes Community Room 601 Fassett Street Spieker Terrace Community Room 601 Fassett	419-259-9430
Parqwood Community Room 2125 Parkwood Avenue TenEyck Towers 240 21 st Street	419-259-9499
Flory Gardens 3425 Nebraska Glendale Terrace 3200 Glendale Elmdale Courts Community Room Elmdale/South/Mercer Streets	419-259-9472
Vistula Manor 615 Cherry Street	419-259-9505
Dorrell Community Room 5836 Southwyck Blvd.	419-259-9479

EXHIBIT 2

When a resident group, acting as a non-profit organization, is using a LMHA Community Room for a fund-raising event by selling non-potentially hazardous foods, the following guidelines must be followed:

1) The contact person of the non-profit group must contact by telephone The Toledo-Lucas County Health Department prior to the scheduled event. Please call 419-213-4109 and speak with Mr. Karim Baroudi or his successor.

2) When speaking with Mr. Baroudi of the Health Department, you must identify the entire menu of items to be sold at your fundraiser. Only non-potentially hazardous foods may be sold.

3) Confirm that your group is acting as a non-profit organization and is therefore exempt from having to obtain a 501(c)(3) status or a temporary food license.

To maintain this exemption you must act in full capacity as a non-profit organization. The fundraising events cannot last more than seven (7) consecutive days.

Below is a list identifying foods that can be displayed to raise funds for your non-profit group.

- Popcorn,
- coffee,
- pop,
- baked goods (excluding cheese cakes, cream pies, pumpkin pie, and any other dessert with cream or custard filling),
- chips,
- pretzels,
- pre-packaged snacks,
- and candy.