

LUDLOW HOUSING AUTHORITY

COMMUNITY ROOM POLICY

Adopted by the Board of Commissioners

DATE: September 27, 2022

The Ludlow Housing Authority (Authority) has adopted this Community Room Policy in an effort to maintain and preserve a gathering place for each property where apartments are located - i.e., State/Meadow/Hampden Streets, Wilson Street and Chestnut Street. This policy is being written so that fairness and equity are applied to the use of these rooms.

Each of the areas has a kitchen and a room available with a television and seating with tables and chairs. They are meant to be used as a safe place that is available for tenants who wish to bring their families and friends in for a social gathering. They may also be used as a meeting place as needed by the Authority in the interests of the tenants or as a training area for employees.

When a group or a tenant wishes to use the Community room, an Application for Use of the Community Room Space is to be completed and given to the Executive Director for approval. This approval or denial will be communicated to the group's leader as shown on the application within 5 working days. A calendar of events approved by the Executive Director will be shown on the wall of the respective Community room. If a volunteer can be found, a person from each property will be responsible for the update of the calendar for his/her own property after being informed of changes by the Executive Director.

When the room is booked and is on the calendar, it then becomes a private event for the person or group who requested the date and time for this event. No other tenants or group of tenants may attempt to use the room during the time of the booking. No single tenant or group of tenants will be allowed to book the Community Room at their property more than once per month or for more than 1 holiday per year as listed below. This allows all tenants a fair amount of time to use the room.

Holidays include but are not limited to: Christmas Eve, Christmas, New Year's Eve, Martin Luther King Day, President's Day, St. Patrick's Day, Easter, Cinco de Mayo, Memorial Day, Independence Day, Labor Day, Columbus Day, Halloween, and Thanksgiving.

Each property will have an area for the storage of jigsaw puzzles, books and other entertainment items which are placed there for the use of all the tenants. If a tenant wishes to use these items, they must replace them when they are finished with them. They are NOT to be given to the Senior Center. They are the property of the Housing Authority and must be returned for others' use.

The prior rule includes the use of the kitchen including the use of dishes, pots & pans, glasses, silverware, etc. These items have been purchased by the Authority and as such must remain in the Room. When a tenant or group is finished with their event for the day, the room and kitchen must be thoroughly cleaned and all items used must be put away. The floor is to be swept and washed (if needed), all dishes used must be washed, dried and put away, tables and chairs wiped clean, no finger marks on windows, and appliances cleaned of any spilled food. A volunteer

from that property will inspect the room and kitchen areas and let the Executive Director know that they were left in clean condition. If there is a need for a Work Order for maintenance to go in and work a repair - such as light bulb replacement, etc., either the volunteer inspecting the room or the tenant who used the room will call the Executive Director and place the request.

If a tenant or group of tenants uses the room unscheduled to watch television, play games or cards or for any other use, they understand that any other tenant may go into the room as well and use it simultaneously. Because there was no event on the schedule, any other tenant may use the room.

All disputes between the tenant and volunteer will be brought to the attention of the Executive Director for resolution. The process will begin with a written letter by the application requester to the Executive Director stating the reason for the dispute along with any other evidence pertinent to the dispute.

The refrigerator is to be used for food prepared for an event and not as storage for a tenant's food unless express written consent is obtained from the Executive Director. NO TENANT is to remove any food that does not belong to them from the refrigerator, cabinets, etc.

The use of alcoholic beverages and/or drugs of any kind (other than those to be administered by medical professionals at a temporary clinic) are expressly prohibited and will lead to an automatic revocation of the privilege to use the Community Room space in the future.

A copy of the forms is attached to this policy.

LUDLOW HOUSING AUTHORITY
APPLICATION FOR USE OF THE
COMMUNITY ROOM SPACE

Name of Individual/Group/Organization: _____

Address: _____

Phone Number: _____

EVENT: Date: _____ Time: _____ AM or PM

Please check the box for the location of the Community Room desired:

Wilson Street

State/Meadow/Hampden Sts.

Chestnut St.

Purpose for Event: _____

Number of people expected: _____ How will access to space be controlled?

Who will be responsible for maintaining the space and cleaning up after the event? _____

Contact Information - Phone, address: _____

The use of alcoholic beverages and/or drugs of any kind (other than those to be administered by medical professionals at a temporary clinic) are expressly prohibited and will lead to an automatic revocation of the privilege to use the Community Room space in the future. I also understand that any damage done to the facility may forfeit my right to use the room again.

SIGNED: _____ DATED: _____

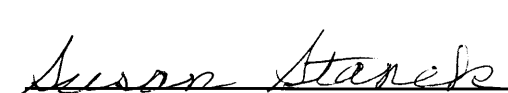
DO NOT WRITE BELOW THIS LINE

For the Ludlow Housing Authority Approved by and Date:


Tenant notified of approval/denial. Date: _____ Time: _____ AM PM

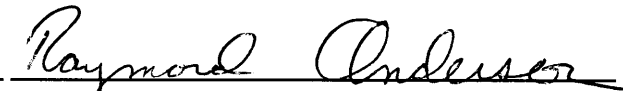
Person notified: _____

Community Room Policy signed and executed this 27th day of September, 2022 by the Board of Commissioners:


Susan Stanek, Chairperson


David Sepanek, Vice Chairman


Audrey Polmanteer, Treasurer


Raymond Anderson, Tenant Commissioner


Jon Baldwin, Commissioner


Robin Carvide, Secretary