

CHELSEA HOUSING AUTHORITY
COMMUNITY ROOM USE GUIDELINES

Adopted September 16th, 2025

1. GENERAL

The Chelsea Housing Authority (CHA) recognizes that each CHA development is a distinct apartment community with its own unique amenities. This policy also affirms the right of all residents to enjoy a peaceful and quiet living environment.

Community rooms are provided by CHA for the use of residents and to support services and activities that benefit both the residents' population and the surrounding community. These guidelines establish reasonable rules to ensure that the community rooms fulfill their intended purpose without disturbing residents or placing an undue burden on CHA in terms of management, maintenance, or other associated costs.

Community room spaces are available for resident sponsored functions only. Use by non-residents is limited to events that primarily serve the general CHA community or are resident organizational meetings. Existing long-term agreements and contracts for specific facilities will be honored before scheduling any new events. Otherwise, community rooms will be reserved on a first-come, first-served basis. Residents may reserve community room space at their perspective development if the space is available.

2. ALLOWABLE USE

CHA community room 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 resident groups for the benefit of the residents.
- (b) The authority shall permit the use of community room space by resident-sponsored non-profit groups, clubs, or organizations for activities, provided that such activities are conducted in accordance with the following provisions:
 - 1. Strict adherence to all applicable Federal, State and Local regulations including those related to permits, taxes and any other legal requirements associated with their event or activity.
 - 2. Any profits shall be used to promote the welfare of resident organizations and/or councils.
- (c) The community room facilities may be used for personal and family functions.

3. PROHIBITED USE AND ACTIVITIES

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

4. COMMUNITY ROOM SCHEDULING PROCEDURES

- (a) The residents or group desiring use of the facility must make this request at the appropriate CHA property management office at least three (3) business days in advance if possible.
- (b) The property management office shall, if the proposed is approved, schedule the requested date, jointly inspect the facility, and execute the agreement between the resident/group and CHA.
- (c) Prior to the event, the resident/group shall have already signed an agreement form (copy attached) acknowledging acceptance of the guidelines and intent to comply fully.
- (d) Residents signing the agreement shall be responsible for opening and securing the facility. Also, the residents signing the agreement must be present during the complete time involving the use of the room. In the event CHA staff are 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) The hours of community room use shall be as follows:

All developments – 9:00am – 10pm Sunday through Saturday

Any variance from this time must be approved in advance by the Executive Director.

- (f) Access arrangements: Any outside organization is responsible for making the necessary arrangements with the CHA and/or Resident Council regarding entry, clean-up and lock-up of the community room.
- (g) People or organizations using the community room space must pay for the replacement or repair of any equipment or keys provided to them that are lost or damaged because of their activity. The cost will be determined by CHA management and will first be deducted from the security deposit. Any remaining balance will then be billed to the resident's rent account, or to the organization responsible.
- (h) The CHA request form (Exhibit "1"), must be completed in duplicate by the resident or responsible group. The original will be kept in file in the management office, and a copy shall be given to the resident/group.

5. RULES AND CONDUCT

- (a) Serving alcoholic beverages or illegal substances is prohibited.
- (b) Smoking is prohibited inside the community room, vestibule, or any interior portion of CHA property. Smoking is also prohibited within 25 feet of all CHA developments.
- (c) Residents are responsible for the conduct of their guests attending the event (See paragraph 3a, b, c)
- (d) Decorations may be put up for the event but must be removed upon its conclusion including tape, balloons, and crepe paper. The residents or users will be charged for any damages, clean-up, or removal of decorations left behind.
- (e) Residents must pay the cost of labor and materials required to restore the space to an acceptable condition.
 - (1) Floors must be swept and tables/chairs put back in their proper place 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 (CHA 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) CHA shall not be held responsible for any incidents resulting from a resident's violation of these rules. The residents agree to indemnify and hold CHA harmless in the event of any legal action pertaining to violation of Massachusetts law, the lease agreement, this rule or any other applicable laws or regulations. Any resident found in violation of these rules may be denied future use of the community room privileges at the discretion of the CHA.
- (g) Both management and the groups using the community room shall check all safety provisions (i.e., marked exits, overcrowding, fire hazards, blocked exits, and location of fire extinguishers).
- (h) Gambling of all types are prohibited.
- (i) The space may not be used for personal monetary gain.
- (j) Management, or its designated representative, will conduct an inspection of the facility before and after each use. It will be the responsibility of management to assess any damage and determine whether the resident/user has satisfactorily completed the required cleaning. If the facility is returned in an unsatisfactory condition, the CHA will bill the resident/user for any necessary cleaning or repair cost.
- (k) All equipment, furniture, tables, chairs, etc., contained in the community room shall remain inside the building and shall not be removed by residents or groups utilizing the room/building.

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

Any non-profit organization/group desiring to use the community room space for any activity not being provided for the benefit of CHA residents shall be charged a \$100.00 deposit which will be returned if the space is left in good condition. An inspection is to be conducted. A check will be submitted, held, and if applicable, returned.

Community Room space is designed for resident use, whether for social purposes or resident programs or activities. No charge shall be made to non-profit organizations/groups offering programs beneficial to residents except to cover excessive cost of janitorial services, if warranted. The CHA management shall determine whether such charges should be made.

Exhibit 1

COMMUNITY ROOM REQUEST FORM

NAME OF PERSON OR GROUP: _____

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 _____

CHA REPRESENTATIVE SIGNATURE DATE

RESIDENT/GROUP USER SIGNATURE DATE

AMOUNT OF DEPOSIT PAID: \$ _____ DATE: _____

AMOUNT OF DEPOSIT RETURNED: \$ _____ DATE: _____

I acknowledge I have read and understand these guidelines and intend to comply fully.

CHA representative signature Date

CHA representative signature Date

Community Room inspection completed by CHA 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 CHA Yes _____ No _____

Received by: _____

Date: _____

Time: _____