



# Housing Authority of the Town of Portland 9 Chatham Court, Portland, CT 06480

Executive Officer

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Board of Commissioners

Dawn Wadding, Chair

Susan Malecky, Vice Chair

Deborah Hallas, Secretary

Matthew Pegolo, Treasurer

Jasmin Nunez, Tenant Commissioner

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## USE OF COMMUNITY CENTER

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RESIDENT'S NAME \_\_\_\_\_ Unit # \_\_\_\_ Tel# \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME \_\_\_\_ A.M./P.M. TO \_\_\_\_ A.M./P.M.

ESTIMATED NUMBER OF GUESTS \_\_\_\_\_ ADULTS \_\_\_\_\_ CHILDREN \_\_\_\_\_

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The community room and other community facilities provided by PHA at Chatham Court and Quarry Heights are intended to serve the interests, and promote the general welfare, of the residents living in those communities. This policy shall provide guidance regarding the use of the community room, or other community facilities located in properties owned, managed, or administered by the Portland Housing Authority (PHA).

### IMPLEMENTING POLICY:

**A. General Use.** Use of the community room, space, or community facility will be for purposes that directly benefit residents. These include resident council or leadership meetings, social activities, human services programs (e.g. youth tutoring, congregate meals, etc.) and community meetings that provide information or solicit discussion and comments from residents and similar meetings that are coordinated by residents or PHA staff or service providers.

Although these community spaces are not intended for commercial use, residents may sponsor fund-raisers for the resident council (e.g., resident council sponsored tag sales, bake sales) or other purposes that would benefit residents of that community. Private parties and functions may be allowed when the use will not adversely impact residents or others. PHA shall reserve the community spaces for business purposes (e.g. public hearings, trainings, staff meetings, etc.)

**1. Use for Political Purposes.** As a public agency, PHA may not use its property to promote any political candidate or issue. For the benefit of its residents, however, PHA makes its community space available for discussions with all candidates for political office and for proponents and opponents of any issue. In doing so, PHA does not endorse any candidate.

- a. Resident groups may invite candidates or respond to requests to use PHA community facilities for political meetings to hear candidates or their representatives.
- b. PHA has no obligation to invite candidates and will act only in response to requests initiated by residents.
- c. Notices advertising scheduled meetings may be posted on resident bulletin boards with PHA approval. Door to door distribution shall not be permitted under any circumstances.

### 2. Alcoholic Beverages and Gambling

Para una traducción en español por favor llame a la oficina (860) 342-1688  
The Portland Housing Authority is an Equal opportunity Affirmative Action Employer

- a. **Possession and/or consumption of alcoholic beverages are not permitted in any community room or common areas.**
- b. **Gambling is not permitted in any community room, community facility or common area.** Bingo and card games among residents, for donations or inexpensive prizes, are permitted.

- 3. **Reservations.** Requests for use of the community room or community facility must be made to the Office Manager, Executive Director, or their designee for approval at least 72 hours in advance. Requests may be denied if the resident owes any amount for damages or other costs associated with the use of the community room or facility, or has, at any time in the past, failed to comply with the rules for use of the community room or facility. The resident who reserves the community room or community facility shall be the one responsible for ensuring compliance with the rules and regulations and for any charges that may occur due to its use.
- 4. **Recurring Use.** The community room or facility may be reserved on a recurring basis for no more than a twelve-week period. A recurring reservation may be renewed after other resident requests have been considered. The Housing Authority Office Manager, Executive Director, or designee, based on the benefit and or service it would provide the community, may grant exceptions.
- 5. **Service Agency Use.** Service agencies may be allowed on-going use of the community room to provide services to the residents of PHA. Office Manager, Executive Director, or designee must approve any use by a service agency.
- 6. **Hours of Use.** The hours of use for any community room are 8:00 AM to 10:00 PM.
- 7. **Keys.** Chatham Court residents obtain a key from the PHA office on a working day closest to the date of use. Resident signs a Community Center Use form and receives keys. Resident is responsible for returning center to its condition on the date keys are received. Resident is responsible for any damage. The keys are to be returned to the drop box in front of the main office at 9 Chatham Court. If keys are not returned by first working day after use of Center, a call will be made to the resident. If PHA has not heard from the resident and/or received community center key, the locks will be changed on the center doors, the resident will be charged, and use of the center will be denied for a period of one year after full payment of lock change is received.
- 8. **Charges.** All costs incurred by PHA in restoring the community room to its condition prior to the function, will be charged to the account of the resident who reserved the space. Charges will be based on actual costs.
- 9. **Decorations.** The community room may be decorated for holiday events and other celebrations. Decorations must not damage the property, such as walls, ceilings, ceiling tiles, or flooring; create any safety hazards, such as trip or fire hazards. Decorations can be placed 30 days prior to a holiday and must be removed within seven calendar days after the holiday. Decorations for individual birthday, anniversary, etc. parties can be placed before the party and must be removed after the party.
- 10. **Safety and Security:** The resident reserving the community room or community facility is responsible for the conduct of guests and the security of the space.
- 11. **Animals.** Animals are not allowed in any community room unless part of a program provided by a Service Agency.
- 12. **Smoking.** No smoking is allowed in the property.

**B. INDEMNIFICATION:** To the extent permitted by law, Resident shall indemnify and hold harmless Portland Housing Authority, its managing agents and their respective officers, directors, agents, and employees from and against all fines, suits, damages, claims, demands, losses, and actions (including attorney’s fees) arising out of, or relating to, all acts, failures, omissions, and negligence of Resident, his or her agents, employees, visitors, guests, invitees, and contractors arising out of, or in any way relating to, Resident’s use of the community room. This indemnification shall apply both to claims of third parties and to claims of the resident or any guest of the resident.

President’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

PHA’s Signature \_\_\_\_\_ Date \_\_\_\_\_ Approved or Denied (circle one)