



EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET
EAST BRIDGEWATER, MASSACHUSETTS 02333

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Community Room Policy

Adopted October 12, 2011

Reviewed and Accepted April 12, 2022

1. It shall be the Policy of the East Bridgewater Housing Authority that the use of the Authority's community rooms is restricted to events that would be for the general benefit of all the tenants of the East Bridgewater Housing Authority and would not exclude the participation of any tenant.
2. Private parties with limited guest lists may not exclude tenants with the exception of use by the management of the Authority for business purposes only.
3. The Board of Commissioners, as prescribed by the regulations of the Department of Housing and Community Development, shall in all instances, control the use of the community rooms in all complexes managed by the East Bridgewater Housing Authority.
4. The Board of Commissioners reserve the right to withhold permission from any person(s) that, while using the facility in the past, has failed to abide by the policies as contained herein.
5. The availability of parking spaces shall be a consideration in all decisions that are reached.
6. Any person wishing to use a community room shall, by signing the written request, agree to the stipulations hereby recorded as the Community Room Policy.
7. It shall be the policy of the East Bridgewater Housing Authority, to require all person(s) to make a formal request in writing, to the Executive Director stating the date of the request, the date, time and type of function to take place, the approximate number of persons who will attend and which community room is requested. The Executive Director is authorized to act on behalf of the Board to make a decision to either authorize or refuse to authorize the request.
8. The Authority shall, as a courtesy to tenants, inform them in the event that there is a need for management to make use of the facilities.
9. The Authority whenever necessary, shall utilize community space in order to conduct daily business that is required in order to run an efficient organization.

10. The Authority shall endeavor to make alternative arrangements, whenever possible, provided that the arrangements do not interfere with the daily management of the agency.
11. Where there are events scheduled by the tenants that occur on a regular basis, the Authority shall always attempt to schedule all business activities to avoid interference with the tenant's use and enjoyment of the community room to the extent possible.
12. No alcoholic beverages shall be served or consumed at any function held in any of the community rooms.
13. No smoking is allowed in the community rooms or interior public areas.
14. Pets are not allowed in the community rooms.
15. Any tenant scheduled activity shall abide by all laws of the Commonwealth, including but not limited to securing all appropriate required licenses.
16. The community rooms must be left in the condition in which they were found. No decorations on walls, windows, light fixtures or ceilings.
17. Clean up is the responsibility of the person(s) who requested the hall, including the removal of all trash.
18. No hall shall be overcrowded to the extent that it would be against the fire codes.
19. All tables and chairs shall be returned to proper position in the manner and location in which they were found.
20. Kitchen and rest room facilities shall also be cleaned prior to the departure of the person(s) requesting the use of the facilities.
21. The person(s) requesting the hall shall be responsible to ensure that the rights of all tenants to enjoy their accommodations in peace and quiet and their safety shall not be jeopardized by the requested event.
22. The person(s) requesting the use of the hall shall be responsible to ensure that all person(s) in attendance abide by all rules as stated above. Said person(s) is also responsible for assuring that parking for the event does not interfere with other tenant's assigned parking spaces.
23. The person(s) requesting the use of the Community Room must be current and up to date with rent and any other financial responsibilities to the Housing Authority.