**BALDWIN HOUSING COMMISSION’S COMMUNITY ROOM POLICY**

The community room was initially constructed to be an extension of the tenant’s living room. This would pertain to all elderly, disabled and family tenants in occupancy. Accordingly, all tenants shall have equal rights in using the community room.

The intended purpose, besides an extension of the tenants living quarters, is to promote health, education, and welfare, recreation, and/or employment activities. With the above in mind, the following criteria will be used in scheduling activities.

1. Tenant Functions

This would be defined as any activity including, but not limited to, birthday parties, family reunions, tenant dinners, etc. There is no charge for this tenant use

1. Outside Organizations

Non-profit Federal/State or Local Agencies will be permitted to utilize the Housing Commission facilities at no cost, to provide seminars, clinics, etc. to benefit residents.

For any organization other than the above mentioned, the following criteria shall be applicable:

* 1. A formal written agreement must be executed
	2. There will be a $125.00 usage fee.
	3. There will be a $125.00 security deposit, which will be returned when Housing Commission Personnel determine that the room was left in clean, undamaged condition.
	4. At least 72 hour advance notice must be given for scheduled activities
	5. One member of the Organization will be responsible for opening the facility; supervising the cleanup; turning the thermostat down to an agreed upon temperature; and seeing that the facility is locked and secured
1. Special Restrictions
	1. No alcoholic beverages, illegal or non-prescription drugs shall be allowed on the premises
	2. All activities shall be concluded no later than 9:00pm, and the community room shall cleaned and restored
	3. No smoking shall be permitted in the community room
	4. Local ordinances regarding public nuisance and/or disturbance shall be strictly observed

Adopted 9-3-13