

# Housing Authority of Beaver Dam Facilities Use Policy

Board Resolution 042024

Effective April 11, 2024

The Housing Authority of Beaver Dam has the following community facilities for use:

- Community Room at 3030 James Court
- Picnic Shelter at James Court

These facilities exist primarily for the benefit of the residents but shall be available to responsible non-resident sponsored community groups or others who wish to rent the facilities. All recognized and responsible organizations will be granted equal opportunity and fair and equal treatment with respect to granting requests for meeting space.

## Policy Information

The community room and picnic shelter will only be available for:

- **Educational Use** such as: Nutrition/Health, Exercise, Lectures, Training Programs
- **Entertainment** such as: Holiday Parties
- **Group Activities** such as: Spiritual Meetings, Birthday Parties, Baby Showers, Family Dinners, Wedding Showers

**No one using the facilities of the Housing Authority of Beaver Dam shall allow the use or sale of alcoholic beverages, drugs, or other controlled substances on the premises.**

In order to use the facilities, the responsible party is required to contact the office requesting permission and schedule an available date and time. This permission shall be subject to revocation by the Housing Authority at any time.

In order to be sure that all agencies, groups, or individuals using the Authority's facilities are aware of this policy and agree to comply with it, they shall be required to schedule a date and time (that is available) and sign a copy of the Facilities Use Agreement. Reserving the facilities will be done on a first come, first serve basis. A copy of the signed agreement shall be kept on file in the Housing Authority's office.

The Board of Commissioners and/or Employees may reserve the facilities without charge for the facility space. Responsible community agencies conducting education, health, welfare, and recreation programs to meet the need of the Authority's residents may do so without charge.

The following rental charges shall apply for the usage of the facilities:

*\*Deposits are refundable if clean-up is completed and no damages to facilities*

*In the event that it has been determined the picnic shelter has been damaged, you will be billed accordingly.*

	Community Room	Picnic Shelter
Resident	\$15.00 fee / \$50.00 deposit	No Charge
Non-Resident	\$100.00 fee / \$100.00 deposit	\$50.00 fee

All groups using the facilities are required to restore the space to the condition they found it before the event. The group will agree to be responsible for any damage occurring during their event. Continued violation of this condition may be grounds to deny future use of the facility.

## Housing Authority of Beaver Dam Facilities Use Agreement

I hereby certify that I have been given a copy of the Facilities Use Policy of the Housing Authority of Beaver Dam, read such policy, and checklist.

I agree to the terms of this policy and will abide by such. I understand that I am using the following facility:

Community Room

Resident

Picnic Shelter

Non-resident

On the following Date / Time: \_\_\_\_\_

*\*I am entitled to use this facility only on the date listed above*

For the rental Fee / Deposit of: \_\_\_\_\_

Alarm Code: \_\_\_\_\_

I understand this code is not to be shared with **ANYONE!** This code will be deactivated. I have been given the following as a security code to be entered into the security system upon entering. It is my responsibility to see that this code is entered upon locking up and leaving the building.

I will place the key in the dropbox located in the community room.

Signee will be responsible to pick up deposit during office hours within 10 days OR the deposit will not be refundable.

**\*\*Two trash bags will be provided. If you are going to need extra ones, please bring them\*\***

**\*\*No one using the facilities of the Housing Authority of Beaver Dam shall allow the use of alcoholic beverages, drugs, or other controlled substances on the premises\*\***

**\*\*Checklist will be posted on the wall by alarm system. There will be a dry erase marker for you to check items off as you go. Before leaving, make sure all items on the checklist are completed\*\***

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email