

Eufaula Housing Authority

Policy For Use of Community Buildings

The Eufaula Housing Authority intends our community buildings to be used for programs, services, and meetings that are sponsored by residents, requested by the resident community and will enhance the quality of life for our residents. Those who request to use the building must abide by the following requirements.

- ! Community buildings must be reserved by residents or resident groups.
- ! For non-housing authority sponsored events, a fee of \$50.00 will be charged, payable to the Eufaula Housing Authority, for use of the building. In addition, a damage deposit will be required in the amount of \$75.00, which will be refunded after the event provided there are no damages.
- ! The room must be left in the same order it was found.
- ! **GET PRIOR APPROVAL** for use of the stove.
- ! There is **NO SMOKING** at any time in the community building.
- ! You are responsible for providing your own materials and utensils.
- ! Keep children out of the kitchen at all times.
- ! Please notify the Eufaula Housing Authority Maintenance Department at 687-2440 if you have scheduled the community building and your plans have changed.
- ! **BEFORE LEAVING** the community building make sure:
 - ! All heaters/air conditioners are turned off completely.
 - ! All toilets are properly flushed.
 - ! All lights are turned off including the bathroom.
 - ! All trash is put away and properly disposed of. You will be responsible to furnish your own trash bags.
 - ! Check all doors to the building to make sure they are closed and locked.
 - ! Leave the front outside porch light on.

Please report any problems to the Maintenance Department immediately. In case of an emergency after normal office hours of 8:00 AM - 4:30 PM, please call our emergency phone number at 687-2440.

I, or we, do agree to abide by the above requirements and will be held responsible for any and all damages that are done while we are using the Housing Authority's community building or for damages which occur as a result of our use of the facilities. This agreement may be terminated by either party with a 30-day written notice. This agreement is effective for a period of time not to exceed that specifically stated below:

Resident Representative _____ **Date** _____

Event Representative _____ **Date** _____

Requested Dates of Community Building Use _____

EHA Representative _____ **Date** _____