

## **FACILITIES USE POLICY**

---

The Ferndale Housing Commission has **five** community facilities. They are located in the following developments:

**Autumn House Elderly Building – 1<sup>st</sup>, 2<sup>nd</sup>, & 4<sup>th</sup> floors**  
**Withington West Elderly Building – 1<sup>st</sup> & 4<sup>th</sup> floors**

These facilities exist primarily for the benefit of the residents but shall be available to responsible non-resident sponsored community groups with the written permission of the Executive Director.

All recognized and responsible organizations will be granted equal opportunity and fair and equal treatment with respect to granting requests for meeting space.

The Executive Director, or designee, shall be responsible for scheduling groups into the spaces. Groups may be regularly scheduled for specific time and space on a continuing basis with the written permission of the Executive Director. This permission shall be subject to revocation by the Housing Commission at any time. Priorities for scheduling groups into Housing Commission space shall be as follows:

- A. Activities or meetings hosted by the Housing Commission.
- B. Activities or meetings hosted by a recognized resident group.
- C. Activities or meetings hosted by others for the exclusive benefit of residents.
- D. Activities or meetings hosted by community groups for the benefit of both residents and non-residents.
- E. Activities or meetings hosted by community groups for the primary benefit of non-residents.

Responsible community agencies conducting education, health, welfare, and recreation programs to meet the needs of the Commission's residents may do so without charge for the facility space. Facilities within these spaces may be used occasionally without charge by other groups for non-income producing purposes, such as meetings of veterans organizations, civic groups, if there is no interference with the use of the building by Housing Commission or resident sponsored activities.

The space may also be used by public agencies or recognized welfare or benevolent organizations for income-producing purposes such as benefits, bazaars, exhibits or suppers, provided the following special conditions are met:

- A. A charge to cover the cost of utilities and janitorial expenses is paid, in advance. (generally declared at \$50.00 per hour of use)
- B. The group must strictly adhere to Federal, State, and local regulations regarding permits for, and taxes on, such enterprises.
- C. Proof of liability insurance in an adequate amount as prescribed by the Commission is provided.
- D. Any profits should be used to promote the residents as a whole or some recognized welfare or benevolent purpose.

Although janitorial services will be provided by the Ferndale Housing Commission, all groups using the facilities are required to restore the space to the condition they found it before the event. This will require cleaning all litter and excessive dirt to the extent that is practical. The group will agree to be responsible for any damages occurring during their event. Based upon past actions, the Commission may charge a security deposit prior to a group using the facilities. Continued violation of this condition may be grounds to deny future use of the facility.

In order to ensure fair and equal treatment of all residents, organized religious activities will not be permitted in any community areas of either building.

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

In order to be sure that all agencies or groups using the Commission's facilities are aware of this policy and agree to comply with it, they shall be required to sign a copy of this policy certifying their agreement to comply with it. A copy of the signed policy shall be kept on file in the Housing Commission's Office.

The Ferndale Housing Commission also owns a considerable amount of property where buildings have not been constructed. Residents and their guests shall be entitled to ordinary and reasonable use of all outside areas (including recreational facilities and courts, etc.) in accordance with the Lease and the Admissions and Continued Occupancy Policy. However, no resident, guest, or third party is authorized to any other use of any outside area on any Ferndale Housing Commission property except in connection with official Ferndale Housing Commission sponsored activities.

The Ferndale Housing Commission is concerned that the outside areas of its properties not be used in such a way as to force residents into becoming "captive audiences" for activities and events which are not sponsored by the Ferndale Housing Commission and are not deemed by the Ferndale Housing Commission to be within the express or implied purpose of the Commission. It is specifically the intent of the Commission that the outside areas on its properties not be considered as a designated public forum or even a limited or nonpublic forum so as to require the Ferndale Housing Commission to allow third parties to utilize or have access to such areas for activities and events that are not officially sponsored by the Commission.

