Family Housing Community Center Rental Guidelines

1. No use of the Family Housing Community Center will be granted if there is a (money exchange) fee required and/or donation requested for service (i.e. offering a service or running a business, fee for teaching a class, etc.).

2. The Family Housing Community Center can be rented by residents for private parties or gatherings on a “first come/reservation basis” for a fee of $10.00 (when the Community Center is not being used for programs). All arrangements must be made with the Family Housing Office, North Village, C-01. **Residents must make the reservation rental request at least 4 days in advance of the proposed gathering.**

3. For one day private parties, request by phone can be made with the Family Housing Office. The Family Housing Community Center is booked on a “first come/first served” basis so check ahead as soon as you have a date in mind. **No overnight sleeping accommodations are available.**

4. Requests/proposals will be reviewed with the Family Housing Operations Assistant.

5. If the space is available for use and approved, a written contract agreement will be drawn up. Instructions, including dates and times, for signing the rental contract and signing out the key for the Family Housing Community Center will be reviewed with the Family Housing Operations Assistant.

6. **Residents are responsible for signing out a key and signing a contract agreement at the Family Housing Office, North Village, C-01. Residents will not be granted usage of the Family Housing Community Center if the contract and key were not signed out at the office. Resident Managers will not open the Family Housing Community Center.**

7. If there is a key signed out, there is a signed agreement stating if lost or stolen, the person will be responsible for the cost of the recore and replacement of all keys. Also, the key will be signed out for a specified time period. If the key is not returned on time, there will be a $10.00 late fee.

8. If a key has been signed out, usage of the space is restricted to the signed contract agreement. **Gatherings will go no later than 10:00 p.m.** Only the person(s) identified in the contract agreement are permitted to hold the key.

9. All persons using the space must sign the daily log book at the Family Housing Community Center.

10. A **“Responsibilities and Guidelines” Inventory must be completed** at the end of the event and submitted to the Family Housing Office, North Village, C-01, with the return of the key.
11. Any maintenance and operation problems detected must be reported immediately to the Family Housing Office, North Village, C-01, or the Resident Manager. You will be held responsible for any damaged furniture or broken equipment.

12. If the Family Housing Community Center is left dirty and requires extra cleaning, you will be charged for the extra cleaning. The cost will be determined by the time it takes for the extra cleaning and will be added to your next month's rent bill.

13. If there is any violation of the signed contract agreement, the contract will no longer be valid and ongoing use of the space will be denied.

14. In some instances, the scheduling of special Family Housing sponsored events (open to all residents) will take precedence over ongoing private/restricted group meetings.

15. The maximum occupancy for the Family Housing Community Center is 40 people, including minors.

16. **No alcohol or smoking is permitted in the North Village Community Center.**