

Family Housing Community Center Rental Expectations

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 Staff, with final determination made by Assistant Residence Director for Residence Education.
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 Office Staff.
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.**
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. 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.
10. Any maintenance and operation problems detected must be reported immediately to the Family Housing Office, North Village, C-01. Emergency need after hours should be reported to Emergency Maintenance at (413)-545-0812 immediately. You will be held responsible for any damaged furniture or broken equipment.
11. 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.
12. If there is any violation of the signed contract agreement, the contract will no longer be valid and on-going use of the space will be denied.
13. In some instances, the scheduling of special Family Housing sponsored events (open to all residents) will take precedent over on-going private/restricted group meetings.
14. The maximum occupancy for the Family Housing Community Center is 30 people, including minors.
15. **No alcohol or smoking is permitted in the North Village Community Center.**