



FACILITIES POLICY

Purpose:

The purpose of this policy is to describe the permitted uses of Housing Authority facilities by individuals and groups who are not employees of the Authority conducting Authority Business. The intent of the policy is to ensure use of Authority facilities for the benefit of residents for recreational, educational, wellness, or other activities which enhance the quality of life of the residents. For purposes of this Policy, facilities consist of any portion of land, buildings, or parking areas owned, managed, or leased by the Authority which are available for use by residents or outside groups excluding leased residential units.

Objective:

The objective of this policy is to provide guidance for staff, residents, and outside persons as to the use of the facilities of the Authority.

Facilities Included:

This policy is intended to cover all Authority facilities which are open for access to non-employees, including but not limited to:

- Wellington Center
- Jefferson Center
- White Rose Senior Center
- York Towne House
- Administrative or management office and maintenance space
- Laundry facilities
- Rental Buildings owned or managed by the YHA
- Vacant Land
- Parking areas
- Other Buildings not mentioned above
- All Facilities purchased after the effective date of this policy

Application for Use:

Any resident, Residents' Council, or outside group who has been sponsored either by a Residents' Council, resident, or the Management of the Authority may seek permission to use any Authority facility. The request must be in writing on approved forms available in the management office nearest to the requested facility.



General Rules:

1. Facilities are not to be used for partisan political purposes. Political use, which is non-partisan such as voter registration or multi-candidate speaking engagements, may be permitted.
2. Permitted uses shall be open to all residents with the exception of authorized private parties or events.
3. There shall be no use of any facility that may cause damage to the facility or may interfere with other resident's quiet enjoyment of their units.
4. There shall be no events where the resident is not the primary attendee. For example, a permitted wedding reception shall include a bride or groom who is a resident.
5. A resident sponsored event must be attended by the resident sponsoring such an event.
6. Permitted events may not conflict with previously scheduled events or management use of the facilities.
7. Event sponsors shall be responsible for the conduct of their non-resident guests and shall supervise guests so that they do not have access to any part of the building, except for public bathrooms and the community room.
8. There shall be no door-to-door access for any solicitation purpose in any high-rise, mid-rise, or other buildings with a security system.
9. After use of any facility, in particular a facility with a kitchen, the facility must be cleaned and returned to its original condition.
10. No gathering or use outside of buildings for private parties or functions. Any outside event must be co-sponsored by the Authority.
11. Laundry facilities are for the exclusive use of residents for purposes of doing their laundry only. Personal care aides or guests may use the laundry facilities only for the purpose of doing the resident's laundry.
12. Repeated use of a facility on a regular schedule will require a written lease with the Authority. All leases must be specifically approved by the Board of Commissioners.
13. No possession or use of alcohol or illegal drugs or substances on any Authority facility at any time.



14. Smoking is prohibited inside all Authority buildings or buildings the Authority controls or leases.
15. Use of facilities which may cause damage or require cleanup, shall require a deposit as determined by the Authority.
16. Resident sponsors and residents shall obey all additional rules, which are included in the community room reservation form. If a security deposit is required, said security deposit shall be paid at the time the reservation is made.
17. Any emergency notification, such as the occurrence of a fire or fire alarm, occurring during the event shall require immediate notification by the sponsor to a designated employee of the Authority.

Approval Process:

Routine use of facilities clearly within policy may be approved by a Resident Manager of the facility. Non-routine use, particularly use involving large numbers of person, significant numbers of non-residents, or an event where security may be needed, must be approved by the Executive Director. Final decisions in the use of the facility shall be made by the Executive Director.