

GRUNDY COUNTY HOUSING AUTHORITY FACILITIES USE POLICY

The Grundy County Housing Authority has several facilities it makes available to the community. They are located at Saratoga Tower, 1700 Newton Place, Morris, IL; The Pfeifer Community Center, 608 Seneca Street, Mazon, IL; and 1802 N. Division Street, Morris, IL. These facilities exist primarily for the benefit of the residents but shall be available to responsible non-resident sponsored community groups that meet the criteria stated in this policy and with the written permission of the C.E.O.

All recognized and responsible organizations that meet the criteria established in this policy will be granted equal opportunity and fair and equal treatment with respect to granting requests for meeting space.

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

- A. Activities or meetings hosted by the Housing Authority.
- 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 residents.

Responsible community agencies conducting education, health, welfare, and recreation programs to meet the needs of the Authority's residents may do so without charge for the facility space.

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.
- 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 authority is provided.
- D. Any profits should be used to promote the residents as a whole or some recognized welfare or benevolent purpose.
- E. Activities or meetings meet one of the priority criteria as outlined above.

Although janitorial services will be provided by the Grundy County Housing Authority, all groups using the facility 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 Authority 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.

No one using the facility of the Housing Authority 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 Authority's facility 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 Authority's Office.

The Housing Authority 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 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 Housing Authority property except in connection with official Housing Authority sponsored activities.

The Housing Authority 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 Housing Authority and are not deemed by the Housing Authority to be within the express or implied purpose of the Authority. It is specifically the intent of the Authority 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 Housing Authority to allow third parties to utilize or have access to such areas for activities and events that are not officially sponsored by the Authority.

I have received this policy, have read it, and agree to abide by its terms for the period during which I am, or my organization is, using Grundy County Housing Authority facilities

Signature: _____

Printed Name: _____

Date: _____

Remember: Your reservation is not complete until we have a signed copy of this policy on file for you or your organization. Signed policies are valid for one year from the date they are signed. You do not need to return a signed policy for every reservation you make.

You may return your signed copy by any of these methods:

E-Mail Scanned File	Facsimile	Mailing Address
bnewman@gcha.us	815-942-6289	Grundy County Housing Authority 1700 Newton Place Morris, IL 60450