NEEDHAM HOUSING AUTHORITY

21 Highland Circle, Suite 10, Needham, Massachusetts 02494
(781) 444-3011 • Fax: (781) 444-1089 • Email: office@needhamhousing.org

Equal Housing Opportunity

PRIVATE USE OF COMMUNITY ROOM POLICY

1. **COMMUNITY ROOMS**
   Please refer to the NHA *Private Use of Community Room Resident Release* form, attached as Exhibit A.

2. **COMMUNITY ROOM HOURS**
   NHA community room hours are open to NHA residents only from 7:30 a.m. to 9:00 p.m., Mondays through Sundays.

3. **NHA COMMUNITY ROOM HARMONY GUIDELINES**
   Residents shall adhere to the *NHA Community Room Harmony Guidelines,* attached as Exhibit B.

4. **COMMUNITY ROOM FOR PRIVATE USE**
   i. Between 8:00 a.m. to 8:00 p.m. on Mondays through Fridays, residents are <u>not permitted</u> to reserve and use any community room for a private or exclusive activity, meeting, event, or function.
   ii. Per designated hours, available community rooms may be reserved and properly used by any tenant, as the resident authorized user, for activities, meetings, events, and functions. All NHA equipment <u>shall not</u> be removed, damaged, destroyed, or discarded from any community room, except by NHA management or maintenance staff.
   iii. Residents shall submit the required *Private Use of Community Room Resident Release* form to the NHA office for each request to reserve an available community room, preferably at least two (2) weeks prior to or in advance of his or her intended event date. This form must detail the planned activities of the meeting, event, or function and equipment to be used.
   iv. The NHA management or maintenance staff will respond to each resident's equipment and other requests during normal business hours in a timely manner.
   v. The NHA management or maintenance staff will conduct a mandatory pre-event inspection and meet with the resident authorized user to review NHA guidelines for using the reserved community room and equipment. No activity, event, meeting, or function shall take place without an NHA pre-event inspection performed by an NHA staff member with the resident authorized user onsite at the available community room.
   vi. Certain NHA-approved decorations may be used for or during the activities of each event, meeting, or function.
   vii. No alterations (of any kind) may be made to any community room without NHA approval, including but not limited to using any permanent glue, adhesive, tacks, nails, screws, toggle bolts, wall anchors, and other similar products to permanently affix, attach, or hang decorative and other items to or on the walls, ceilings, and windows. Damage-free options are permitted for residents to use, including non-permanent adhesive Command strips or hooks, poster putty, and removable non-sticky tapes (painter's tape, masking tape, non-adhesive vinyl tape) that must be removed and discarded into the trash bins at the end of the activity, event, meeting, or function.

viii. Any resident as the authorized user who reserves an available community room must:
- only use the reserved community room space, not any unauthorized area.
- be present for the entire duration of his or her NHA approved private or exclusive activity, event, meeting, or function.
- monitor, supervise, and be solely responsible for the behavior of all authorized (and any unauthorized) attendees, guests, and visitors during the entire activity, meeting, event, or function, especially when entering/exiting the building and using the reserved community room space.
- assist all attendees in and out of any used building and community room space before, during, and after the activity, event, meeting, or function.
- ensure the doors and windows in the used building and community room are properly used and unlocked/locked as necessary.
- ensure the doors are not improperly propped or kept open to the building and community room.
- not allow any unauthorized activity, security breach, or any pet or other animal(s) unless or except for service animals and support animals in the buildings and community rooms.
- not post or display any sign or flyer on any board, wall, or other area on premises without NHA's written consent. LTO's will remove their notices of meetings after meetings take place.

ix. The maximum capacity of each NHA community room is determined by the Town of Needham's building and fire code(s). If the maximum capacity is surpassed in any community room, the NHA reserves its right to limit or control the number of people allowed for any activity, meeting, event, or function.

x. The resident, as the authorized user, shall ensure each guest, visitor, or attendee complies with the NHA parking policy, other applicable NHA policies, and any required security procedures for and during his or her approved activity, event, meeting, or function on the premises.

xi. At the request of any resident authorized user, the NHA maintenance staff will provide available folding tables and chairs.

5. COMMUNITY ROOM CLEAN-UP

At the end of any activity, meeting, event, or function, the resident as the authorized user shall properly clean up after using a community room. Each resident authorized user must:
- leave any community room and all equipment used in a clean and orderly condition as pre-event inspection.
- return all equipment used to the original location or designated storage space/area.
- clean the community room and kitchen used.
- wash and put away used kitchen dishes, cutlery/utensils, dish cloths, and/or towels that are clean and dry to the original location or designated storage space/area.
- clean and wipe used kitchen counters/countertops, tables/tabletops, chairs, sinks, and surfaces of any appliances used, including but not limited to ovens, stove tops, microwaves, especially any spilled food and drink residue and other substances.
- remove and dispose of all items brought for or used during and after the activities.
- sweep the floor(s) used and dispose of any produced garbage, trash, and waste.

- remove any damaged-free tape, other similar product, or object used to hang any decoration.

6. TERMINATION OF EXCLUSIVE USE OF COMMUNITY ROOM

When any authorized user:

- does not clean up after using a community room for any activity, meeting, event, or function, the NHA shall keep his or her deposit provided and bill/invoice him or her for NHA's time for cleaning up, and it may limit or revoke his or her privilege(s) to reserve and use any community room in the future.
- fails to abide by this Policy's guidelines, his or her reserved exclusive use of any community room may be terminated, and any future similar request(s) may not be approved.

The NHA reserves its rights to approve and/or deny each resident(s) request to reserve a community room for exclusive use to have an activity, meeting, event, or function.

DEFINITIONS

Applicable definitions for this Policy are as follows:

- **Authorized User**: A resident, other person, or third-party entity that has NHA's written approval for the exclusive use of a community room and has completed all documents required by the NHA.
- **Community Room Security Deposit**: A reasonable sum of money paid to the NHA to assure the community room is returned by the resident authorized user to a clean and orderly condition at the end of any event or use as prior to or at the start.
- **Space Use Permit Request (the "NHA Request" or "NHA Private Use of Community Room Resident Release") Form**: A form, when approved by the NHA, permits an authorized user the exclusive use of a community room.

Date Approved by NHA Commissioners: December 10, 2025

Signature of Chair: Reynold C. Porter

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Needham Housing Authority
Private Use of Community Room Resident Release

Tenant: _____

Address: _____

Telephone Number: _____

Community Room to be used: __ 5 Chambers Street __ 34 Seabeds Way __ 28 Captain Robert Cook Drive

Date to be used: _____ Time to be used: From ____ am/pm To ____ am/pm

Number to be present: _____

Intended Usage: _____

Please answer all questions below:

__ Yes __ No Are kitchen facilities to be used?

__ Yes __ No Is a caterer or other contractor to be used? If yes, who? _____

__ Yes __ No Are other residents to be included in this function? If yes, __ Some __ All

In using the Needham Housing Authority's property as described above, I assume personal responsibility for any damage to Authority property as a result of this function and accept personal liability for any accident or personal injury suffered by those present either during or as a result of the function. **NO SMOKING** is allowed in the hall, and I realize that **NO ALCOHOLIC BEVERAGES** are to be served at this function and give my personal assurance that none will be served. I shall personally be present during the function and shall assure that that the rights of other residents to the peaceful enjoyment of their homes will not be in anyway interfered with.

I am also responsible for the clean up of the Community Room (including taking out the trash) and I will leave it in the same or better condition than I found it. **I will pick up the key to the Community Room a day or two BEFORE the scheduled function. If maintenance staff has to be called to open the Community Room door, I will be charged the actual expense incurred by the Authority or a minimum of $25.**

Resident Signature: _____

Date: _____

A TWENTY-FIVE DOLLAR ($25) SECURITY DEPOSIT MUST ACCOMPANY THIS FORM. This is a refundable security deposit of $25 for the use of the community room. Please purchase a money order for the twenty-five dollars. MAKE SURE YOU DO NOT WRITE ON THE MONEY ORDER. It will be returned to you upon you returning the keys provided the room is left in the same condition it was given to you.

Date Key Taken: _____ Date Key Returned: _____

Resident Signature: _____

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COMMUNITY ROOM HARMONY GUIDELINES

Applies to the NHA Community Rooms, Events, Meetings, and Social Gatherings

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To keep our shared spaces welcoming, respectful, and enjoyable for everyone, please kindly follow the NHA guidelines that are listed below:

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1. RESPECT OTHERS

- Be kind, courteous, and respectful to all.
- Listen without interrupting. Value differing opinions.

2. POSITIVE COMMUNICATION

- Use respectful and inclusive language.
- Avoid gossip, offensive comments, personal attacks, and/or any verbal or written threats.

3. PERSONAL CONDUCT

- No inappropriate, disruptive, and/or aggressive behavior.
- No alcohol, drugs, and/or weapons on the premises.

4. SHARED SPACES & PROPERTY

- Keep the communal space clean and tidy.
- Respect all property and do not misuse or damage anything.
- When moving furniture, please lift, not drag. Kindly return furniture to its original place after use.
- Before adjusting the thermostat's heat or air-conditioning (A/C) temperature, lights, and/or windows, please ask, in a kind manner, everyone present if they are okay and agree with the change.
- Turn off and unplug appliances after use.
- Wash, dry, and put away dishes after use.
- When decorating, please use command strips only, not tape, nails, or adhesives that can damage the surfaces of walls and furniture.
- Remove all decorations, command strips, tape, and any other materials used at the end of each event.
- Place trash and recycling in the designated bins inside and outside the community space.
- Properly pick up and discard any trash found outside the community room.
- No items, tables, furniture, instruments, or other belongings may be brought into the community room without prior authorization from the Needham Housing Authority.
- Unauthorized items will be removed immediately.

5. SAFETY & INCLUSIVITY

- Help create a positive, clean, and healthy space where everyone feels safe and welcome.
- Harassment, discrimination, and bullying are not tolerated.

6. ACCOUNTABILITY

- Report issues to the community coordinator or designated leader.
- Work together to resolve conflicts respectfully.

⚠ VIOLATIONS OF THESE GUIDELINES

If these rules are not followed:

- You will be immediately asked to leave.
- You will no longer be invited to future events, meetings, and/or social gatherings.