

Union Point Housing Authority

Community Facility Usage Policy

1. Purpose

The purpose of this policy is to establish clear guidelines for the appropriate use of Union Point Housing Authority (UPHA) community facilities. These guidelines are intended to ensure fair access, promote safety, protect property, and support positive community engagement for residents and approved users.

2. Scope

This policy applies to all UPHA-owned or managed community spaces, including but not limited to community rooms, meeting rooms, common areas, outdoor spaces, and any associated equipment or furnishings. The policy applies to residents, resident organizations, staff, and any approved non-resident users.

3. Priority of Use

Use of community facilities will be prioritized as follows:

1. UPHA-sponsored or UPHA-required activities
2. Resident meetings and resident-organized activities
3. Programs that directly benefit UPHA residents
4. Approved non-resident or community partner activities

Approval is subject to availability and compliance with this policy.

4. Eligibility

- **Residents:** UPHA residents in good standing may request use of community facilities for lawful and appropriate purposes.
- **Resident Organizations:** Recognized resident councils or associations may request use for meetings and events.
- **Non-Residents:** Use by non-residents or outside organizations requires prior written approval from UPHA management and must demonstrate a clear benefit to residents.
- **There will not be any gatherings with a capacity of more than 25 people.**

5. Application and Approval Process

- All requests must be submitted in writing using the UPHA Community Facility Use Request Form.
- Requests should be submitted at least five (5) business days in advance, unless otherwise approved by management.
- UPHA reserves the right to approve, deny, or revoke any request based on availability, safety concerns, prior violations, or conflicts with UPHA operations.

6. Hours of Use

- Community facilities may be used only during approved hours as established by UPHA.
- Events must begin and end at the times approved. Users are responsible for setup and cleanup within the approved timeframe.

7. Fees and Deposits

- UPHA may assess usage fees and/or refundable security deposits, depending on the type of event and user.
- Fees must be paid in advance, unless waived by UPHA management.
- Deposits may be withheld, in whole or in part, for damages, excessive cleaning, or policy violations.

8. Rules of Conduct

All users must:

- Comply with all UPHA policies, local, state, and federal laws
- Maintain orderly and respectful behavior
- Supervise children at all times
- Follow posted occupancy limits. (no more than 25 people)
- Avoid excessive noise or disruptive behavior

The following are prohibited:

- Illegal activities of any kind
- Alcohol, tobacco, vaping, or controlled substances
- Weapons
- Gambling for money
- Commercial activities without prior approval

9. Safety and Security

- Users must not block exits, tamper with safety equipment, or create hazardous conditions.
- UPHA staff or authorized representatives may enter the facility at any time to ensure compliance.
- Emergency procedures must be followed at all times.

10. Care of Facilities

- Users are responsible for keeping the facility clean and orderly.
- Furniture and equipment may not be removed or rearranged without permission.
- Any damage must be reported immediately to UPHA staff.

11. Liability and Indemnification

- UPHA is not responsible for loss, theft, or damage to personal property.

- Approved users may be required to provide proof of liability insurance and agree to indemnify and hold harmless UPHA, its board, staff, and agents.

12. Denial or Revocation of Privileges

UPHA reserves the right to deny or revoke facility use privileges for:

- Violation of this policy
- Failure to comply with staff instructions
- Providing false or incomplete information
- Behavior that threatens health, safety, or property

13. Non-Discrimination

UPHA community facilities shall be made available without discrimination based on race, color, religion, sex, national origin, age, disability, familial status, or any other protected class under applicable law.

14. Policy Enforcement

Failure to comply with this policy may result in loss of facility use privileges, assessment of fees, or further action as permitted by law and UPHA policies.

15. Policy Review

This policy shall be reviewed periodically by UPHA management and the Board of Commissioners and may be amended as necessary.

Adopted by the Union Point Housing Authority Board of Commissioners:

Adoption Date: _____

Executive Director Signature: _____

Board Chair Signature: _____

Commissioner: _____

Commissioner: _____

Commissioner: _____

Commissioner: _____