

## FACILITIES USE POLICY

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The Housing Authority of the County of Dauphin (Housing Authority) has community space facilities in many of its housing buildings and developments. They are located in the following developments:

Lang Manor	179 Watson St. (Swatara Township), Steelton, PA
Cole Crest	900 Cumbler Street, Steelton, PA
Hoy Towers	301 Mohn Street (Swatara Township), Steelton, PA
Bistline House	1291 S. 28 <sup>th</sup> Street, (Swatara Township), Steelton, PA
Latsha Towers	501 Mohn Street, (Swatara Township) Steelton, PA
Essex House	320 Market Street, Middletown, Pa
Highspire Apartments	47 Ann Street, Highspire, PA
Rattling Creek Apartments	15 S. 2 <sup>nd</sup> Street, Lykens, PA
Griffith House	800 Wood Street, Steelton, PA
Laurel Hill	Autumn Drive, (Williams Township), Williamstown, PA
Gratz Park Terrace	100 S. West Street, Gratz, PA

These community space facilities exist primarily for the benefit of the residents. These facilities may also be made available to responsible, non-resident sponsored, non-profit, community groups with the written permission of the Executive Director. Such permission for outside groups to use Authority facilities would ordinarily only be given in special circumstances in which there is an obvious or demonstrable benefit to the community from the use of the Authority's facilities.

All recognized and responsible organizations will be granted equal opportunity and fair and equal treatment with respect to granting requests for meeting space.

The scheduling of community spaces will ordinarily be done by the regional managers with the written approval in each case of the Executive Director. Groups may be regularly scheduled for specific time and space on a continuing basis with the written permission of the Executive Director provided that other individuals or groups are not also requesting the space at the same time. 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 both residents

and non-residents.

- E. Activities or meetings hosted by eligible community groups for the primary benefit of non-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. Facilities within these spaces may be used occasionally without charge by other groups for non-income producing purposes, such as meetings of veterans organizations, civic groups, if there is no interference with the use of the building by Housing Authority or resident sponsored activities.

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.

Although janitorial services will be provided by the Housing Authority, all groups using the facilities 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 facilities of the Housing Authority shall allow the use or sale of alcoholic beverages, drugs, or other controlled substances on the premises or any other criminal activity or allow any loud noise or other behavior that would disturb other residents.

In order to be sure that all agencies or groups using the Authority's facilities 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 has outside areas including recreational facilities, playgrounds, basketball

courts, and tot lots which are intended for the ordinary and reasonable use of residents and their guests in accordance with the Lease and the Admissions and Continued Occupancy Policy.

Certain outside recreational facilities at Lang Manor and Cole Crest are also available to Capital Area Head Start, which operates Head Start and Child Care Programs at those facilities under Agreements with the Housing Authority. Other outside non-profit, community groups may also sponsor activities for the benefit of residents at Authority-owned outdoor facilities with the prior written permission of the Executive Director.