

EDWARD W. CORR COMMUNITY CENTER USE AGREEMENT

Resident's Name _____ Apt # _____ Telephone # _____

Type of Event: _____ Date & Time of Event _____

Estimated Number of Guests _____ Adults _____ Children _____

I. RESIDENT'S RESPONSIBILITIES

- a. Resident agrees to assume responsibility for the cost of repair or replacement if the community room or its equipment, furniture, fixtures or other appliances are damaged, or missing from the premises. This also applies to the plants and flowers surrounding the Community Center.
- b. Resident agrees to use the community room solely for the purpose stated above. Resident also agrees to be present at the function and assume responsibility for the conduct of all guests and for termination of the event by 9 P.M.
- c. Resident agrees to ensure that the guests do not make excessive noise or otherwise disturb the other tenants. Resident agrees to play any music at a moderate volume only.
- d. Resident is aware that the community room is a nonsmoking facility and agrees to ensure that guests who smoke do so outside the building and use the proper receptacles to dispose of all cigarette butts.
- e. Resident agrees to be responsible for ensuring that no alcoholic beverages are served or brought in by their guests.
- f. Resident agrees to be responsible for seeing that all guests follow these rules.
- g. Resident agrees to clean the community room and kitchen area and return them both to their original condition immediately after use, including
 - 1. Turning off all electrical appliances, except refrigerator in the kitchen;
 - 2. Wiping down all countertops, appliances, and tables;
 - 3. Removing food items from the refrigerator that were brought in for the occasion;
 - 4. Sweeping and mopping the kitchen and dining room floors with the broom and mop provided;
 - 5. Returning all furniture to the original position;
 - 6. Locking all windows and doors;
 - 7. Throwing away all garbage;
 - 8. Resident will **not** attach any decorations to the walls or ceiling. **A MINIMUM FINE OF \$10.00 PER OFFENSE WILL BE ACCESSED TO THE RESIDENT IN THE EVENT THAT DECORATIONS ARE ATTACHED TO EITHER THE CEILING OR WALLS.**

- II. **The Resident will provide a \$25.00 deposit in the form of a check or money order that will be refunded after an inspection of the premises is completed by staff and all preceding terms and conditions have been met. Public meetings may have fee waived.**

The Authority reserves the right to amend this agreement to meet specific issues and to deny use for any purpose or by any party it deems inappropriate.

By signing this agreement the resident agrees to follow the rules and regulations detailed on the reverse side of the community center use agreement.

Resident's Signature _____ Date _____

Management's Signature _____ Date _____

Post Event Inspection: Satisfactory _____ Unsatisfactory _____ Initials/Date _____

COMMUNITY CENTER POLICY

The Liberty Garden Apartments contain a community center that may be used by residents and their guests. Use of the room is governed by the following conditions:

- I. Access: All residents will have access to the community room in order to use exits, beverage machines or public restrooms, if applicable. Rooms can also be reserved for private functions by a signed Community Room Use Agreement obtained from the building's office.
- II. Approved Use: The community rooms are to be utilized by residents for their quiet personal enjoyment. Commercial functions such as flea markets, for-sale parties (Avon, Pampered Chef, etc.) are prohibited. The Authority reserves the right to amend this policy to meet specific issues and to deny use for any purpose or by any party it deems appropriate.
- III. Hours Of Operation: The community rooms will be available Monday – Friday between 5:15 PM – 9:00 PM and Saturday & Sunday between 9:00 AM – 9:00 PM.
- IV. No Smoking: Smoking is prohibited in all public areas of the building including the community room.
- V. Alcoholic Beverages: No alcoholic beverages are to be consumed in any public area of the buildings or grounds by residents or their guests.
- VI. Noise: Residents and their guests must not make excessive noise or otherwise disturb the building's tenants. Music must be played at a moderate volume only and must cease by 9:00 PM.
- VII. Parking: Available slots are very limited at each building. Parking in restricted areas such as fire lanes and driveways is strictly prohibited, and violators will be towed at their expense. Guests should be encouraged to park vehicles on nearby public streets.
- VIII. Trash Removal: Each resident is responsible for maintaining the cleanliness of the community room and other common areas such as corridors and grounds. Following any function in the community room, residents will see that all trash is removed, and that the kitchen, furniture, and floors are restored to their original condition. Violators will be assessed a cleaning fee.
- IX. Damages: Residents will be held responsible for costs to repair any damages or replace missing items in the community room, kitchen and grounds surrounding the Center.
- X. Conduct of Guests: Residents will be held responsible for the conduct of their guests. Violations by residents and/or guests will be treated as a material lease violation and subject the offender to eviction.

RESIDENT INTIALS: _____