

**POUGHKEEPSIE HOUSING AUTHORITY
COMMUNITY CENTER
RENTAL POLICY AND PROCEDURES**

RENTAL FEE

- The fee for rental of a center for Poughkeepsie Housing Authority is on the application.
- The rental fee must be paid by a money order only.
- The rental fee must be paid prior to the event.
- The fee is non-refundable.
- Non-resident renters need insurance with the Poughkeepsie Housing Authority named as additionally insured.
- PHA residents must be in good standing (current with rent and have no outstanding lease violations) to be eligible to rent any facility.

DEPOSITS

- A \$50 refundable deposit for residents or a \$250 refundable deposit for non-residents must be given prior to the event. Swartz resident use of Swartz Community Room is exempt.
- The deposit must be a money order only.
- Deposit will only be returned if all obligations have been met and key has been returned.

RULES FOR RETURN OF DEPOSIT

- The center is to be returned to its normal condition. The PHA maintenance department will inspect the center prior to and after the rental.
- All decorations must be taken down.
- Trash must be emptied out.
- The floors must be swept and mopped.
- The bathrooms must be cleaned.
- The tables and chairs must be put back in place.
- The kitchen must be left cleaned, including the refrigerator and stove.
- Keys must be returned to the PHA Maintenance Office by the next business day.
- **ALL OF THESE CONDITIONS MUST BE MET FOR THE RETURN OF YOUR DEPOSIT.**
- If the center is damaged during the event, the deposit will be withheld to apply to the cost of the damage.
- If you notice any damage to the walls, floor, etc. in the center prior to using the space, please report it to the Maintenance Department immediately.
- Clean up cost, damages, and replacement costs greater than the deposit will be added to the resident's rent and will be billed and pursued via all legal avenues for non-residents.

SECURITY

- Event for participants 12 and under only (with parents) ending by 8:00 p.m. does not need security.
- Event for participants age 13 or above or ending past 8:00 p.m. needs to have a Poughkeepsie Housing Authority approved security plan. This may require use of licensed security guards.
- If police are called to the event, the resident renter may face eviction.

RULES OF CONDUCT

- Residents who rent the center are responsible for their guest(s).
- 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.
- There is no smoking inside the center.
- All parties and events must end by 10:00 p.m. An hour will be allotted for clean up.
- All music and loud noise must stop by 10:00 p.m. If noise goes past the stated time, the deposit will be withheld and the resident will not be allowed to use the center again.
- *There are to be no for-profit activities allowed at the center. This includes food sales, parties, which require an admission fee or other fees, yard sales, etc.*
- *Any renter who does not follow the rules, will, at a minimum, not be allowed to use the center again.*

KEYS

- Rental will be finalized only after the agreement and the policy and procedures have been signed, the deposit and rental fee collected, and the key given to the tenant.
- **KEYS MUST NOT BE DUPLICATED. To do so would be grounds for eviction.**
- **KEYS MUST BE RETURNED TO THE PHA MAINTENANCE DEPARTMENT BY THE NEXT BUSINESS DAY. NO EXCEPTIONS.**

I have read the above document, and agree to the terms and conditions.

Renter's Signature

PHA Staff Member

Date

Date