

## **FACILITIES USE POLICY**

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The Poughkeepsie Housing Authority has five community facilities. They are located in the following developments:

**Hudson Garden Apartments  
Thurgood Marshall Terrace  
Martin Luther King Gardens  
Dr. Joseph Brady Gardens  
Philip Allen Swartz Apartments**

These facilities exist primarily for the benefit of the residents but shall be available to responsible non-resident sponsored community groups with the written permission of the Executive Director.

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

The Executive Director, or designee, shall be responsible for scheduling groups into the spaces. Groups may be regularly scheduled for specific time and space on a continuing basis with the written permission of the Executive Director. 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 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 be used by recognized and respected organizations or recognized welfare or benevolent organizations 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.

The PHA may waive one or more of conditions A,C, or D.

Although janitorial services will be provided by the Poughkeepsie 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.

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 Poughkeepsie Housing Authority also owns a considerable amount of property where buildings have not been constructed. Residents and their guests shall be entitled to ordinary and reasonable use of all outside areas (including recreational facilities, playgrounds, basketball courts, etc.) in accordance with the Lease and the Admissions and Continued Occupancy Policy. However, no resident, guest, or third party is authorized to any other use of any outside area on any Poughkeepsie Housing Authority property except in connection with official Poughkeepsie Housing Authority sponsored activities.

The Poughkeepsie Housing Authority concerned that the outside areas of its properties not be used in such a way as to force residents into becoming "captive audiences" for activities and events which are not sponsored by the Poughkeepsie Housing Authority and are not deemed by the Poughkeepsie Housing Authority to be within the express or implied purpose of the Authority. It is specifically the intent of the Authority that the outside areas on its properties not be considered as a designated public forum or even a limited or nonpublic forum so as to require

the Poughkeepsie Housing Authority to allow third parties to utilize or have access to such areas for activities and events that are not officially sponsored by the Authority.

Adopted 12/28/1999

