



COMMUNITY ROOM AND FACILITIES USE POLICY

The Housing Authority of the County of Contra Costa (HACCC) provides shared-use community rooms at its housing developments for the benefit of residents. These spaces support education, health, recreation, social engagement, and resident-led activities. This policy sets forth the procedure to use the shared-use community rooms. The procedure will also apply to requests to use any exterior facilities and/or areas, such as fields or courtyards, for organized events. Typical use of the exterior facilities and/or areas, such as resident children using play structures, does not require prior approval.

I. Community Room and Facilities Priority of Use

Scheduling of HACCC's community rooms and facilities by eligible organizations/persons ("Permittee") is governed by the following priorities:

a. FIRST PRIORITY

Official HACCC activities have first preference.

b. SECOND PRIORITY

Recognized Tenant/Resident Association activities for the benefit of HACCC residents have second priority. All events must be open to all residents of the property. Associations must reserve space in advance.

c. THIRD PRIORITY

Individual residents may reserve the space for personal or social events. Events must be hosted or co-hosted by an HACCC resident. Residents are responsible for cleaning and restoring the space to its original condition. A refundable \$150 deposit and a non-refundable \$50 inspection/setup fee are required.

d. FOURTH PRIORITY

Organizations that provide services or programs to low-income residents may use the space with advance written approval from HACCC. A \$500 refundable deposit is required, as is a non-refundable \$250 inspection/setup fee.

e. FIFTH PRIORITY

During posted open hours, and when not reserved for an event, HACCC residents may use the space for activities like watching TV, playing games, or socializing. If more than six guests who are not residents of the property will be in the room, a reservation must be made. Guests must be accompanied by their host HACCC resident at all times.

HACCC reserves the right to modify or revoke access at any time.

Reservations are accepted on a first-come, first-served basis. HACCC may limit the number of times a resident may reserve the space in a given month to ensure equitable access.



II. Community Room Rules

1. Events must be supervised by an adult (age 18+).
2. The Housing Authority resident host must be present and responsible for the conduct of all guests for the entire duration of the event.
3. No alcohol, wine, beer, or other intoxicants are allowed.
4. No smoking or vaping inside or within 25 feet of entrances.
5. No gambling or illegal activity of any kind.
6. Events may not exceed four (4) hours unless the Housing Authority approves it in writing. An additional hour for set-up and an additional hour for clean-up can be added for a total of six (6) hours.
7. Any amplified sound must be pre-approved by the Housing Authority and kept to reasonable levels. No amplified sound is permitted after 8:00 p.m.
8. Events must end by 8:00 p.m. and all individuals must vacate the community room by 9:00 p.m.
9. No overnight stays or sleeping is allowed in the community room.
10. Organizations that provide services or programs to low-income residents may use the community room with prior written approval from the Housing Authority.
11. Individuals/organizations that receive written approval from HACCC to use the community room will be required to obtain the appropriate amount of insurance determined by HACCC. In addition, they will be required to obtain a Certificate of Insurance that names the Housing Authority as an additional insured. Individual HACCC residents that reserve the community room for personal or social events may not be required to obtain insurance.
12. The kitchen (if available) must be cleaned and restored to its original condition. All appliances must be shut off.
13. All trash must be removed, the floors swept, spills wiped, and furniture returned to its original position at the end of the event.
14. No furniture or items may be removed from the community room, or the Permittee will be charged for it.
15. All windows must be closed and thermostats left untouched.
16. Decorations may not damage surfaces and must be removed after the event (no tacks or tape on the walls, no permanent changes like painting without prior written permission from Housing Authority).
17. Open flames, candles, confetti, and glitter are prohibited.
18. Only assistance animals, with a current assistance animal agreement with the Housing Authority, are allowed in the community room or grounds.
19. Non-residents are prohibited from parking in Housing Authority resident lots.
20. The security deposit may be withheld for damage, cleaning violations, or policy violations.
21. Event activities must remain within the designated permitted space. Blocking streets, walkways, or use of exterior areas is prohibited.
22. Any violation of this Community Room policy may result in loss of community room privileges.
23. All maintenance issues must be reported immediately to the Housing Authority's main office or emergency line.
24. The community room is a non-smoking facility. Smoking is prohibited.



III. Security Deposit

1. In order for a Permittee to receive his/her/its security deposit, all the items on the Community Room Cleaning Checklist, provided by HACCC, must be completed.
2. Permittee is responsible for the cost of any repairs or damages in connection with, resulting from, or arising out of the use of the Community Room by Permittee, Permittee's guest(s), Permittee's invitee(s) or Permittee's attendee(s). Failure to comply with any item(s) set forth above (Section III.1.) will result in Permittee being billed for that item(s). If the damage exceeds the amount of the deposit, Permittee must pay the difference within 30 days of date on the bill.

IV. General

1. If an emergency occurs or Permittee has an issue getting into the community room, Permittee needs to call the Housing Authority After Hours Emergency Number: 925-930-3137