



MARSHFIELD HOUSING AUTHORITY
TEA ROCK GARDENS
MARSHFIELD, MASSACHUSETTS 02050

James N. Marathas
Executive Director
Telephone: (617) 847-4350
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COMMUNITY ROOM POLICY
Grace Ryder & Tea Rock Gardens
Adopted October 5, 2020

Community Rooms and kitchens are available for resident family functions. Resident Family functions are defined as family gatherings, christenings, weddings, parties, etc. The resident must complete a "Request for Use of the Community Room" form which must be submitted and approved by the Residents Council and the Property Manager. The resident must be a tenant in good standing, and must be present at the function at all times.

The Tenant Association may use the facilities for meetings or other organizational functions, on a schedule approved by the Property Manager and the President of the Tenant Association. Any changes in the schedule must also be approved in advance by the Property Manager and the President of the Tenant Association. Extra activities must be submitted for approval on the "Request for Use of the Community Room" form. Requests for Use of the Community Room requires a minimum of 72 hours advance notice. A Tenant Association function is defined as a meeting or function open to all residents of the building, held for the benefit of all residents, and requested and organized by the duly elected Tenant Association.

There shall be a maximum number of 50 individuals allowed at any gathering or function other than a Tenant Association function. There shall be no soliciting at any of the functions. There shall be no smoking in the facilities. The community room shall be locked from 7:00 PM to 8:00 AM. Functions must be concluded by 7:00 PM. Exceptions are considered on a case by case basis.

Anyone using the community room must leave it neat and clean. The tenant responsible for requesting and scheduling use of the room shall be responsible for leaving the facilities neat and clean, and further shall be responsible for their guests, and their guests actions at all times. The responsible tenant shall be charged for any cleaning, or damage resulting from use of the room.

Kitchen equipment is the property of the Marshfield Housing Authority and must not be removed from the kitchen. Anyone using the kitchen must leave it neat and clean. The doors must be locked and the appliances turned off. Anyone using the kitchen will be held responsible for any and all damages that may occur.

The use of alcoholic beverages and/or drugs of any kind (other than those administered by medical professionals at a temporary clinic) are expressly prohibited and will lead to the automatic revocation of the privilege to use the community room space in the future. Neither individual tenants nor the Tenant Association may charge or receive any monies in return for use of the Community Room. The MHA is the only entity authorized to charge or receive monies for use, rent or occupancy of this space.

END OF POLICY



EQUAL HOUSING OPPORTUNITY



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Application for Use of the Community Room

****Requests for Use of the Community Room requires a minimum of 72 hours advance notice****

Name of Individual/Organization: _____

Address: _____ Phone#: _____

Contact Person: _____ Phone#: _____

When: Date: _____ Time: Start: _____ End: _____

Purpose of Use: _____
(If this is a reoccurring use, please indicate)

Number of Tenants Expected to Attend: _____

Number of Non-Tenants Expected to Attend: _____

How will access to space be controlled? _____

Who will be responsible for controlling parking in designated areas? _____

Who will be responsible for maintaining the space and for cleaning up after the event? _____

Request Submitted by: _____
Date Name/Signature

Tenant Association Approval (If not an Association request)

Date Name/Signature

Property Manager Approval

Date Signature



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