SHA-59
Seattle Housing Authority
Manual Ref. C10.1-1

Seattle Housing Authority

APPLICATION AND PERMIT

FOR USE OF COMMUNITY BUILDING SPACE

Community or Building_____ Date_____

Requested By_____

Space Requested_____

Purpose_____ ( ) One Time ( ) Regularly

Date Requested_____ Hours: From_____ to_____

Admission Charge_____ Proceeds to go to_____

_____ Estimated Attendance_____

Equipment Needed_____

_____

I hereby certify that I am (the authorized and responsible representative of the petitioning organization and / or the applicant); that I am familiar with the rules and regulations as indicated on this application; that I will be responsible to ensure compliance with the rules and regulations and for any cleaning or damage that may occur; and that I promise that no illegal activities will be carried on, including that no liquor will be served or sold.

Applicant Name_____ Title_____

Address_____ Phone_____

(THIS SPACE FOR MANAGEMENT USE ONLY)

Application Approved by_____

Deposit Amount_____ Received by_____

Charge_____ Received by_____

Keys Issued: _____ Yes _____ No

Comments_____

_____

_____

_____

Community Room / Facility Use Rental Agreement

By signing and dating this agreement, you are accepting responsibility for upholding SEATTLE HOUSING AUTHORITY Rules and Regulations and stating your understanding of the role of reservations staff for your event.

INSPECTIONS

- Staff may conduct a walk-through of the reserved space(s) with you to ensure agreement on the condition of the community room / facility prior to your use.
- You must restore the community room / facility to its original condition. You are responsible for stacking chairs and putting tables on their appropriate racks **(always stack long table's top side facing down).** You must take the garbage generated from your event out of the building and empty it into the dumpster.
- Before you leave the community room / facility, please check the areas you rented to ensure all conditions are met. Failure to do so may result in forfeiture of your deposit.

TABLES AND CHAIRS

- Staff will assist you with getting tables and/or chairs from storage, if available. **It is your responsibility to set up, clean and take down tables and chairs that you use.**

KITCHEN

- If the kitchen is utilized, appliances used must be cleaned and restored to the condition in which it was found. Counters must be wiped clean and floors swept and mopped if necessary.
- Cleaning supplies, broom, mop, etc. are not provided. No commercial grade cleaning products are to be used. Only common household cleaning products and soap and water shall be used to clean.
- **Equipment and utensils are not provided.**

BUILDING SECURITY

- Any authorized representative of SEATTLE HOUSING AUTHORITY or police department will have free access to the community room / facility at any and all times.
- You are not allowed access to staff offices, equipment storage areas, mechanical areas or other unauthorized areas.
- You are responsible for monitoring who has access to the reserved space to ensure the security of the property.
- You are responsible for the proper use and safe keeping of any keys issued to the reserved space.
- Prior to leaving the reserved space, you must check all windows and exterior doors to ensure they are locked and securely closed.

PROHIBITIONS

- Community room / facility must be confined to the space reserved.
- NO access to community room / facility outside of booked hours.
- NO smoking is allowed inside the community room / facility or within 25 feet of any entry door, window or vent.
- NO gambling is allowed in SEATTLE HOUSING AUTHORITY community rooms / facilities.
- NO indecent, illegal, or disruptive conduct is allowed, to include but not limited to loud music and fighting.
- NO one under the age of 18 years of age will be allowed to be left unattended in the reserved space.

PARKING

- Parking is allowed in legally marked areas only. Illegally parked vehicles may be towed at owner's expense.

GUESTS

- You are responsible for the supervision, conduct and actions of your family members, guests, employees, agents and participants. During the term of your use, you assume full responsibility for the character, acts and conduct of all persons admitted to the reserved space(s) or any portion of them.
- You are responsible for making sure your group leaves at the end of the reservation period. As the user, you must be the last person in your group to leave the community room / facility.

CLEANING / DAMAGES

- You are responsible for payment for any cleaning or damages to the community room / facility, grounds, and/or equipment caused during your reservation period. SEATTLE HOUSING AUTHORITY will assess the damages.
- Charges will be billed or applied to your tenant account.

HOLD HARMLESS

- The user shall hold SEATTLE HOUSING AUTHORITY free and clear from any and all claims for damages that may result from any action or omission on the part of the user, its officers, employees, members, agents and participants while on SEATTLE HOUSING AUTHORITY property operating under the terms and conditions of the Reservation Agreement, or which may result from or be claimed by reason of the operations of the user.

ALCOHOL POLICY & REQUIREMENTS

The SEATTLE HOUSING AUTHORITY code prohibits liquor in our community rooms / facilities.

Community Room / Facility Use Rental Agreement

Community room / facility _____ Date _____

User's Initials _____

SPECIAL COMMUNITY ROOM / FACILITY CONDITIONS, INSTRUCTIONS, RULES:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____