



LHAND Community Room
Policy and Procedures

LHAND Staff Contact for Community Room:

Brenda Womack-781-581-8606

Email—bwomack@lhand.org

Availability

The Community Room will be available to community and civic organizations and other similar adult groups when the room is not being used by the housing authority or Wall Plaza resident sponsored events.

Contingency for Use

Arrangements for use of the community room will be made through LHAND staff. Upon booking the Community Room, the following must occur seven days before use of the room:

The attached usage agreement will be read, filled out, signed and given to LHAND staff along with appropriate room charge (make checks payable to LHAND).

The room charge will be \$50.00 for weekday daytime events (7:30 AM to 5:00 PM) and for events that begin after 5:00 PM or any weekend events the charge will be a \$100.00.

Any organization that uses the room on a continual basis will be charged a flat rate that is determined by the Executive Director.

Any events that are planned for LHAND residents or by LHAND employees will have the charge waived.

**Usage Agreement—Community Room and Library
Lynn Housing Authority & Neighborhood Development**

Guidelines for Use (read carefully)

1. Group members/meeting attendees should enter the community room through the front door (Church Street entrance). There is no telephone available in the community room.
2. No smoking or alcoholic beverages will be used in any part of the building.
3. It is the responsibility of the organization representative to contact the LHAND office to request use of the community room. Use will be on a first come, first served basis.
4. Because of demand for use of the community room, no personal parties or meetings will be scheduled. The community room is not available for dances or other uses requiring a charge for admission.
5. Each organization is responsible for returning tables and chairs to their original arrangement and in clean condition. (Please reference room diagram on the kitchen wall)
6. Special chairs set up in the library need to remain in the library and are not to be used in the large room.
7. Usage for TV and VCR are by previous arrangement only.
8. The kitchen is NOT to be used by organizations for cooking. Do not use food found in the kitchen area, including coffee, creamer, sugar, etc. Do not use LHAND paper plates, plastic utensils, cups, etc. You are responsible for bringing needed items for your meeting.
9. No tape, staples, nails or other means are to be used to attach anything to the walls, floor, doors and ceilings.
10. All lights must be turned off when exiting room.
11. Parking in the area during the day is limited. Please do your best to consolidate the number of cars for the event.

Failure to follow these guidelines will result in refusal of future use of community room.

I have read and understand the above guidelines and agree to abide by them. In return, the LHAND agrees to permit _____ (name of organization) to use the LHAND Community Room.

Signature _____ Print Name _____

Organization _____ Date of Event _____

Phone # and email address _____