

**OFFICIAL POLICY STATEMENT**  
**Original Effective Date February 1, 2011**

**USE OF HOUSING AUTHORITY PUBLIC SPACES**

The Community Room and public spaces located on the premises of the Summit Housing Authority's properties shall be for the use of the residents and for any function desired or permitted by the Board of Commissioners.

For general use of the Community Room in the Vito Gallo Building, and not for specific large functions such as holiday parties or other functions that must be approved by the Board of Commissioners, the Executive Director may approve the use of the Community Room with the consent of the Chairperson.

It is the responsibility of the function's organizer to submit its request to the Housing Authority in writing at least 30 days in advance of any organized function.

No private parties will be allowed in the public areas (Community Room, Arts & Crafts Room, and Gathering Areas). All functions must be open to all residents.

At no time will alcoholic beverages be allowed in the public areas.

All social functions held on Housing Authority premises shall conclude on or before 12:00 midnight. Lectures, programs, etc. shall conclude on or before 11:00 PM.

The Community Room is made available occasionally for use conditionally upon good behavior of the user(s). The Housing Authority's Board of Commissioners may decline to allow the use of the Community Room by individuals or organizations who have previously violated regulations, or have been careless in the use of the room.

The individual or organization using the Community Room is responsible for maintaining proper order on the part of all participants and seeing that the premises are vacated as specified in this policy.

The individual or organization using the Community Room and/or the kitchen will be responsible for the maintenance and clean up of the room after the function has been held.

The individual or organization using the Community Room and/or the kitchen will be financially responsible for all damage to any property of the Housing Authority resulting from negligence, carelessness or willful acts of any member, officer, employee, agent or any of its invitees.

This policy shall not permit any use of any Summit Housing Authority public spaces by, or to promote the interest of, a particular political party or candidate. The premises may be used for bi-partisan political functions such as Candidates' Nights. Use of the room for this purpose must be approved 30 days in advance by the Board of Commissioners. At no time is it permissible for any resident or any political candidate or vendor to go door to door within the building for the purpose of soliciting either business or votes for that individual or firm.

The use of any public spaces for paid professional services is prohibited.

All uses of the Community Room and public spaces must conform to the rules and regulations of the Summit Housing Authority, any applicable City of Summit ordinances and the laws of the State of New Jersey.

A Permit must be completed for each and any activity requested.