



# HANSON HOUSING AUTHORITY

80 MEETINGHOUSE LANE  
HANSON, MASSACHUSETTS 02341

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Executive Director  
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Community Rooms and kitchen are available for resident family functions. 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 Property Manager. The resident must be a tenant in good standing, and must be present at the function at all times.

Private business functions only available to a limited number of tenants and not defined as a family gathering are not allowed.

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 on times listed. Functions must be concluded by this time. 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 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 Hanson 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 HHA is the only entity authorized to charge or receive monies for use, rent or occupancy of this space.



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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: \_\_\_\_\_ Time 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

\_\_\_\_\_ (Print)

\_\_\_\_\_ (Signature) Date \_\_\_\_\_

Tenant Association Approval (If this is an Association requests)

\_\_\_\_\_ Date \_\_\_\_\_

Property Manager Approval

\_\_\_\_\_ Date \_\_\_\_\_



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