
HOUSING AUTHORITY OF THE CITY OF SEATTLE
MANUAL OF OPERATIONS

SUBJECT: Use of Community Space

SCOPE: This policy shall apply to all properties owned or administered by the Seattle Housing Authority with the exception of HOPE VI and Mixed-Finance Communities. HOPE VI and Mixed Financed communities shall be governed by Management Plans for those properties.

POLICY:

The community room and other community facilities provided by SHA at its various housing communities are intended to serve the interests, and promote the general welfare, of the residents living in those communities. This policy shall provide guidance regarding the use of the community room, or other community facilities located in properties owned, managed or administered by the Seattle Housing Authority (SHA).

IMPLEMENTING POLICY:

A. General Use. Use of the community room, space or community facility will be for purposes that directly benefit residents. These include resident council or leadership meetings, social activities, human services programs (e.g. youth tutoring, congregate meals, etc.) and community meetings that provide information or solicit discussion and comments from residents and similar meetings that are coordinated by residents or SHA staff or service providers.

Although these community spaces are not intended for commercial use, residents may sponsor fund-raisers for the resident council (e.g. resident council sponsored garage or rummage sales, bake sales) or other purposes that would benefit residents of that community. Private parties and functions may be allowed when the use will not adversely impact residents or others.

SHA may reserve the community spaces for business purposes (e.g. public hearings, trainings, staff meetings, etc.)

1. Use for Political Purposes. As a public agency, SHA may not use its property to promote any political candidate or issue. For the benefit of its residents, however, SHA makes its community space available for discussions with all candidates for political office and for proponents and opponents of any issue. In doing so, SHA does not endorse any candidate.

- a. Resident groups may invite candidates or respond to requests to use SHA community facilities for political meetings to hear candidates or their representatives.
- b. Party precinct meetings of any party or political organization may be held in the community space with approval of the Senior Property Manager or designee. The Senior Property Manager or designee's approval shall be based solely upon the availability of the space, the

appropriateness of the space for the number of people anticipated, and the physical impacts of the meeting on the facility and the residents.

- c. Candidates for office may hold meetings in the community space with approval of the Senior Property Manager or designee. The Senior Property Manager or designee's approval shall be based solely upon the availability of the space, the appropriateness of the space for the number of people anticipated, and the physical impacts of the meeting on the facility and the residents.
- d. SHA has no obligation to invite candidates and will act only in response to requests initiated by candidates, political organizations or residents.
- e. Notices advertising scheduled meetings may be posted on resident bulletin boards with Senior Property Manager or designee approval. Door to door distribution shall not be permitted under any circumstances.

2. Alcoholic Beverages and Gambling.

- a. Possession and/or consumption of alcoholic beverages are not permitted in any community room, community facility or common area.
- b. Illegal activities including gambling are not permitted in any community room, community facility or common area. Bingo and card games among residents, for donations or inexpensive prizes, are permitted.

3. Reservations. Requests for use of the community room or community facility must be made to the Senior Property Manager or designee for approval at least 72 hours in advance. Guidelines for reserving the community room or facility and its use is on the Application and Permit for Use form. Requests may be denied if the resident owes any amount for damages or other costs associated with the use of the community room or facility, or has, at anytime in the past, failed to comply with the rules for use of the community room or facility. The resident who reserves the community room or community facility shall be the responsible for ensuring compliance with the rules and regulations and for any charges that may occur due to its use.

4. Recurring Use. The community room or facility may be reserved on a recurring basis for no more than a twelve week period. A recurring reservation may be renewed after other resident requests have been considered. Exceptions may be granted by the Senior Property Manager or designee based on the benefit and or service it would provide the community.

5. Service Agency Use. Service agencies may be allowed on-going use of the community room or facility to provide services to the residents of SHA. Any use by a service agency must be approved by the Senior Property Manager or designee, in consultation with Community Services, and based on a negotiated agreement with SHA.

6. Hours of Use. Generally, the hours of use for any community room or community facility are 8:00 AM to 10:00 PM. Exceptions may be made at the discretion of the Senior Property Manager or designee when the use will not adversely impact residents or others.

7. Deposits. No cleaning or damage deposit will be required of residents for use of community rooms located within a high rise building. A cleaning and damage deposit will be required on reservations

for use of all other community rooms or facilities, unless waived in advance by the Senior Property Manager or designee. (see deposit schedule)

8. Charges. All costs incurred by SHA in restoring the community room or facility to its condition prior to the function, will be charged to the account of the resident who reserved the space. The deposit, if applicable, will be applied against those charges. Charges will be based on actual costs. Any refund due, after charges are paid from the deposit, will be paid to the party who reserved the space.
9. Decorations. The resident council or leadership group of the community, with the approval of the Senior Property Manager or designee, may decorate community rooms and community facilities for holiday events and other celebrations. Decorations must not damage the property, such as walls, ceilings / ceiling tiles, or flooring; create any safety hazards, such as trip or fire hazards, and must recognize the different cultures and beliefs within the resident population of the community.

Residents within a community that has no resident council or leadership group must request Senior Property Manager or designee approval prior to placing any decorations in the community room or facility. Decorations can be placed 30 days prior to the holiday or celebration and must be removed within seven calendar days after the holiday or celebration is over.

10. Safety and Security. The resident reserving the community room or community facility is responsible for the conduct of guests and the security of the space as outlined in the Application and Permit for Use form.
11. Pets. Pets are not allowed in any community room or community facility.