

# **Public Housing Facilities and Common Areas Use Policy**

## **1. Purpose**

The primary purpose of the South Estes Community Connect Center is to provide Town-sponsored services, programs, and other enrichments activities to benefit the residents of Chapel Hill's public housing neighborhoods. Additionally, the Center is made available for use by the outside groups who seek to achieve this same purpose.

## **2. Reservations**

2.1. Reservation requests can be made completing the reservation form attached here and submitted via email to [housingandcommunity@townofchapelhill.org](mailto:housingandcommunity@townofchapelhill.org) or mail to The Office of Housing and Community, 405 Martin Luther King Jr Blvd Chapel Hill NC 27514.

2.2. Reservations may be made no more than 90 days in advance.

2.3. A group or individual may have up to 3 reservations within a 90 day period.

2.4. Staff will confirm or deny reservation requests in writing within two weeks of the request...

2.5. Questions regarding denial of use shall be addressed by the Public Housing Program Director in consultation with the Town Manager or his designee. The basis of denial would include scheduling conflicts, use for religious activities, events determined not to benefit public housing residents or failure to comply with other sections of the Center Use Policy.

2.6. A group need to make reservations at least two weeks in advance of the scheduled event.

2.7 Memorandum of Understanding. All outside groups are responsible for having in place a memorandum of understanding outlining the services or programs to be provided as well as a certificate of liability insurance in advance of any event taking place at the Center.

## **3. Priority Use**

3.1. Center reservations are scheduled on a first come, first served basis. Town sponsored programs, Town Council meetings, Town affiliate groups such as boards, committees, commissions and task forces will be given highest priority. These priority groups are not subject to the reservation guidelines listed above. The Town reserves the right, under extraordinary circumstances, to preempt or cancel reservations and meetings or events. Should this occur, the Town will give as much notice as possible and will assist the affected group in finding another comparable meeting site at no cost.

## **4. User Types**

4.1. Community Groups are defined as groups that are non-commercial and not-for-profit in nature.

4.2. Non-Profit Groups are defined as tax-exempt charitable organizations that either hold or have an application pending for 501(c)(3) status with the U.S. Internal Revenue Service.

4.3. Private Groups are commercial groups, businesses, or private organizations established either for for-profit purposes or for non-profit, non-charitable purposes.

4.4. Individuals are defined as citizens, families, campaign organizations and other unaffiliated groups.

4.5. Political Parties are as defined by North Carolina General Statute § 163-96(a).

4.6. User(s) as used herein refers to the individual or group sponsoring the meeting, event or activity.

## **5. Responsibilities of Users**

5.1. Users shall be responsible for setting up tables and chairs for their use and for returning the set up as posted in the Center. Users shall also be responsible for cleaning the facility (removing all trash and materials from the site, sweeping the floors, cleaning table tops, turning off lights and locking the facility). Failure to do so will result in a revocation of privileges at the discretion of the Public Housing Program Director.

5.2. Town staff is not available to operate equipment or teach users without prior arrangements made at time of reservation.

5.3. Programs or activities may not take place outside of normal business hours 8:30 am and 5:00 pm unless prior arrangements have been made and approved by the Housing and Community Director or designee.

5.4. Larger events taking place during business hours may be required to utilize off-site park and ride lots. The event holder will assume all costs and responsibility for transportation to the Center.

5.5. Users are responsible for any and all damages to the facilities, equipment and property. Payment will include the costs of all labor, materials, and supplies to repair or replace the damage to facilities.

5.6. The Town is not obligated to provide any equipment or supplies to Users, unless special arrangements are made with the Director or designee.

## **6. Conditions of Use**

6.1 Activities for Profit. Admission may not be charged at the door for entrance to events in the Center. The exchange of goods or services in the Center is prohibited. Exceptions may be made by the Director or designee for Housing and Community sponsored functions and non-profit 501(c)(3) organizations conducting fundraising activities.

6.2 Signs and Advertising. Posters or other signs advertising events in the Center must be approved by the Director or designee prior to placement in the Center. Decorations may not be nailed, tacked, or taped unless using painter's tape to any tables, walls, ceilings or equipment.

6.3 Safety. Users must take all necessary precautions to ensure the safety and wellbeing of all activity participants.

6.4 Indemnity. The user agrees to indemnify and hold harmless the Town of Chapel Hill and its officers, agents and employees from all loss, liability, claims or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of the user except to the extent same are caused by the negligence or misconduct of the Town.

6.5 Liability. The Town assumes no liability for the user's use of the equipment or facilities. As a condition of use of the equipment or facility, the user shall hold the Town harmless from any claim or liability arising out of any activity or conduct of the group or individual while using the facility in question.

6.6 Compliance. Users are responsible for compliance with all ordinances, codes, policies and laws related to the proposed use of Town buildings, grounds or parks, and must obtain all necessary permits for the proposed event.

6.7 Reservation of Rights. The Town reserves the right to prohibit use of facilities, for just cause, including, but not limited to, improper use or prior misuse of facilities, failure to abide by the provisions of this policy, disruption of Center business, and failure to compensate the Center for use and/or damages to a facility.

6.8 Non-Discrimination. The Center is available on a non-discriminatory basis and need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affectional preference or marital status.

6.9 Waiver of Terms. The Director reserves the right to waive or vary any provision in this policy when doing so would more effectively serve the public's interest, except when prohibited by law.

6.10 Use for Religious Purposes. The Center may not be used for any religious services or activities.

## Public Housing Facility Reservation Request Form

Please submit this form via email to [housingandcommunity@townofchapelhill.org](mailto:housingandcommunity@townofchapelhill.org) or mail to The Office of Housing and Community, 405 Martin Luther King Jr Blvd Chapel Hill NC 27514.

Date of Request Submission\_\_\_\_\_

Name\_\_\_\_\_ Organization\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_

Facility Requested  South Estes Community Connect Center

Airport Gardens Community Room

Date & Time of Proposed Event\_\_\_\_\_ Name of Proposed Event\_\_\_\_\_

Brief Description of Proposed Event\_\_\_\_\_

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Additional Notes\_\_\_\_\_