

Public Housing Facilities and Common Areas Use Policy

1. Purpose

- 1.1 The primary purpose of Public Housing Community Spaces is to provide Town-sponsored services, programs, and other enrichments to benefit the residents of Chapel Hill's public housing neighborhoods. Additionally, spaces are made available for use by other groups who have similar goals.

2. Reservation

- 2.1. Reservation requests can be made by completing the reservation form attached [here](#) and submitting it via email to: housingandcommunity@townofchapelhill.org; or mail to: Chapel Hill Public Housing, 317 Caldwell Street, Chapel Hill, NC, 27516.
- 2.2. Reservations must be made a minimum of two weeks, but no more than 90 days, in advance of the event.
- 2.3. A group or individual may reserve space a maximum of 3 times within a 90 day period.
- 2.4. Staff will confirm or deny reservation requests in writing within 14 calendar days from receipt of the request. If approved, a staff person must be on-site throughout the duration of the event.
- 2.5. All applications must satisfy the requirements as outlined in Section 5 of this Policy as further outlined below. Applications failing to satisfy such requirements will not be approved.
- 2.6. Memorandum of Understanding. In certain instances, a Memorandum of Understanding will be needed between the Town and an outside group in order to reserve space for programming. In such cases, a certificate of liability insurance will be required in advance of the event being scheduled.

3. Priority Use

- 3.1. Community Space reservations are scheduled on a first come, first served basis. Town sponsored programs, Town Council meetings, Town affiliate groups such as Town 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 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. Responsibilities of Users

- 4.1. Users shall be responsible for setting up tables and chairs for their use and for returning the set up as posted in the Community Space. 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 for a period of one to twelve months, based on the condition of the property and any resulting damage.
- 4.2. Larger events may require off-site parking. The event holder will assume all costs and responsibility for transportation to the Center.
- 4.3. Users are responsible for any and all damages to the facilities, equipment and property. Users acknowledge and understand that payment will include the costs of all labor, materials, and supplies to repair any damage to the facilities.
- 4.4. The Town is not obligated to provide any equipment or supplies to users.

5. Conditions

- 5.1. Admission may not be charged at the door for entrance to events in the Community Space. The exchange of goods or services in the Community Space is prohibited.
- 5.2. Signs and Advertising. Posters or other signs advertising events in the Community Space must be approved by the Director or designee prior to placement. Proposed advertising must be reviewed and approved by the Director before placement. Decorations may not be nailed, tacked, or taped unless using specified painter's tape to any tables, walls, ceilings or equipment. User will be responsible for any resulting damages caused by violations this prohibition.
- 5.3. Safety. Users must take all necessary precautions to ensure the safety and wellbeing of all activity participants. Any activity requiring response of Public Safety officials will immediately revoke use of the Community Space, unless further use is approved by the Director or his/her designee.
- 5.4. 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 negligence or willful misconduct of the user except to the extent same are caused by the negligence or misconduct of the Town.
- 5.5. 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.

- 5.6. Compliance. Users are responsible for compliance with the 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. Users found in violation of compliance will serve a 90-day probationary period from being able to reserve or use any Public Housing Community Space. If no further violations occur during the 90-day probationary period, the individual will regain user status.
- 5.7. 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 the Community Space business, and failure to compensate the Town for the use and/or damages to a facility.
- 5.8. Non-Discrimination. The Community Space 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.
- 5.9. 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.
- 5.10. Use for Religious Purposes. The Community Space may not be used for any religious services or activities.

Public Housing Facility Reservation Request Form



<input type="checkbox"/>	APPROVED _____
<input type="checkbox"/>	DENIED _____
FMB, Public Housing Director	
FOR PH ADMINISTRATIVE USE ONLY	

Please submit this form via email to: housingandcommunity@townofchapelhill.org or mail to Chapel Hill Public Housing, 317 Caldwell Street Chapel Hill NC 27516.

Date of request _____

Contact Name: _____

Organization: _____

Address: _____

Contact Phone: _____

Contact Email: _____

<p>Facility Requested:</p> <ul style="list-style-type: none"><input type="radio"/> South Estes Community Connect Center (5 Visitor parking spaces available)<input type="radio"/> Airport Gardens Community Center (2 Visitor parking spaces available)<input type="radio"/> 505 Craig Gomains Center (5 Visitor parking spaces available) <p><i>Large events may require off-site parking. Event holder will assume all cost and responsibility for transportation to the Center.</i></p>

Title of Event: _____

Date of Event: _____ Time of Event: _____ A.M. P.M.

Circle one

Brief Description of Event _____

Will there be signs or advertising for the event? _____ Yes _____ No

If yes, attach a copy of the proposed advertising and submit at least 7 business days prior to the event, for the Director's approval.