



POLICY ON USE OF COMMUNITY CENTER

1. Any individual or club granted permission to use the Community Center free or for a fee must assume full responsibility for the building while in their use. The Community Center must be restored to the condition in which found. Invited guests are the responsibility of the individual or club using the facilities.
2. Residents of the Housing Authority have first call on the use of the Community Center. Use of the Community Center by Residents, Commissioners, and Employees of the Housing Authority will be free of charge, for non-profit activities. Residents may use the Community Room for group parties, family reunions, club activities, etc.
3. Any activity desiring the use of the Community Room on a regular basis will be considered individually by the Board. The fee shall be determined by the Board of Commissioners.
4. A fee of \$50.00 will be charged for any activity other than in paragraph 2 and 5. A fee of \$50.00 to \$100.00 will be charged for any commercial business firm. These fees may be adjusted or waived at the discretion of the Executive Director.
5. The facilities of the Community Room may be used free of charge by civic non-profit organizations as determined by the Board of Commissioners for their regular meetings, provided that the facilities be restored to conditions as found. Other activities, such as parties, banquets, etc., of these organizations will require the payment of the \$50.00 fee. The Executive Director will maintain a list of the civic non-profit organizations as approved by the Board. The list of civic non-profit organizations may be added to or subtracted from as requests are received by the Executive Director and approved by the Board.
6. The Community Center will not be rented or used for Commercial purposes without prior approval of the Executive Director on an individual basis.
7. The Community Center will not be used for over-night stays, such as installation of cots, sleeping bags, etc. for sleeping. This restriction may be waved by the Executive Director in the case of documented natural disasters
8. The Community Center may be used free by different church organizations on a one-time basis for Sunday or evening religious services, but no church organization will be authorized to use the Community Center on a continuous every Sunday schedule.
9. The Executive Director shall have the authority to determine the type of activity that may be scheduled in the Community Room, using the guidelines that the facility is primarily for the use of the Housing Authority residents.
10. Because the Community Center is situated in a residential neighborhood, no activity shall be scheduled that may disturb the nearby residents peaceful enjoyment of their homes. No activities will begin before 8:00 AM and all activities shall end by 10:00 PM
11. No alcoholic beverages of any nature will be permitted.
12. No smoking will be allowed inside the facility.
13. All activities of children under 18 years of age must be supervised and chaperoned by parents of the children involved.



Ballinger Housing Authority



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I am requesting usage of the Ballinger Housing Authority Community Center from:

_____ to _____
(Date & Time) (Date & Time)

for the purpose of _____

I received the key to the Community Center of the Ballinger Housing Authority on _____.

I understand that I must return the key no later than 12:00 noon on _____

I have received a copy of the policy on the use of this building and fully understand my obligation of responsibility of same. I further understand that the building must be left clean, free of trash and in good repair; if not, I will be charged for the cost of cleaning and repair.

I understand that I cannot affix any decorations to the ceilings, walls, light fixtures, mini blinds and doors of this building.

I also understand that I am responsible for the actions of my guests while they are on these premises.

_____ (signature) _____ (date)

Address: _____

Telephone # _____