



415 Withington, Ferndale, MI 48220

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## FACILITIES USE POLICY

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The Ferndale Housing Commission (FHC) maintains community rooms on the first floor of each of its buildings, Withington West (415 Withington) and Autumn House (500 East Nine Mile). Community rooms are provided for the benefit and enjoyment of residents; and for official FHC business including FHC meetings; and for programs, activities, and civic events (such as voting) that benefit the residents.

The building's community room may be reserved by Heads of Household in residence at that building who are in good standing. Reservations may be made by contacting the office by phone or by email with an advance request, ideally at least 1 week prior. If the room is available, the resident will be required to complete a form that includes date and times of reservation, rules regarding use, instructions for obtaining keys and access, and related liability waivers.

The community room is reserved on a first-come, first-served basis. In reserving the community room, priorities are as follows:

1. Meetings and official business of the Ferndale Housing Commission.
2. Programs, activities, and civic events that benefit the residents.
3. Individual resident use for personal events.

Rules for room use are as follows:

- ✓ Head of household must make the request and complete the paperwork at least one week in advance.
- ✓ Community rooms may be reserved for up to 50 people.
- ✓ Community rooms include use of outdoor space. All the same rules apply to outdoor space, including noise limits, returning the area to its original state, and cleaning the area.
- ✓ Community rooms may be reserved in blocks of time up to 8 hours. Requests for longer periods may be considered.
- ✓ Community rooms may be reserved between the hours of 9:00 am and 11:00 pm. Requests for earlier or later times may be considered.
- ✓ Noise is expected to be kept within reason, and may not disturb other residents.
- ✓ Guests are expected to use the main entry doors to the building and community rooms to limit disruption to other residents; and also to prevent guests wandering other areas of the building.
- ✓ Pets are not permitted in the community room. Special accommodation is available



- for service animals.
- ✓ Guests are expected to use on-street or public parking. Guests are NOT permitted to park in resident parking lots.
  - ✓ Head of household must be present at the gathering throughout the time the room is reserved.
  - ✓ Head of household is responsible for the behavior of all guests on the premises and will be held accountable for any rule violations or damages.
  - ✓ Residents are permitted to reconfigure the room but must return it to its previous state.
  - ✓ Residents are permitted to decorate the room provided non-stick tape is used and all decorations are removed by the next day. Nails, tacks, etc. may not be used in walls.
  - ✓ Head of household will be assessed a fee if the room is not properly cleaned and returned to its previous state. Residents are expected to supply their own cleaning supplies.
  - ✓ Head of household will be assessed a fee if the bathroom key is not returned.

Violations of any of these rules, or additional rules or instructions provided on the reservation form, may result in one or more lease violations.

FHC will post calendars that show when the community rooms are reserved and will keep them updated to every extent possible.

Residents who are not part of the reserved activity are expected to respect the reservation and avoid entering the room. Public television and seating areas are not available for general resident use while the room is reserved.

Community rooms have doors at the back near the vending machines. If necessary, other residents may access the vending machines but are expected to do so with least disruption possible.

FHC properties are not public spaces and cannot be designated a public forum.

Approved September 14, 2016