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## **TEAGUE HOUSING AUTHORITY**

205 SOUTH 5<sup>TH</sup>  
TEAGUE, TEXAS 75860

### **COMMUNITY ROOM POLICY**

The Teague Housing Authority believes that the use of the Authority's facilities by and on behalf of the tenants of the Authority, when the Authority has no other use, plan, or other obligation for the Facilities, increases the quality of life of the tenants and helps to further the goals and mission of the Authority. All recognized and responsible organizations will be granted equal opportunity and fair and equal treatment with respect to granting requests for meeting space.

The use of the Facilities will be on a first come, first serve basis. However, Teague Housing Authority meetings or business of any nature shall have first preference for community room space.

The hours of availability are Sunday thru Thursday – 8:00am to 10:00pm, Friday and Saturday 8:00am to 12:00am. Any variance in this time table must be approved in advance by the Executive Director.

#### Community Room Rental:

- The applicant desiring use of the facility must make this request to the THA office at least 3 days in advance if possible.
- The Executive Director or designee shall schedule the requested date, inspect the facilities, execute the agreement between the applicant and the THA, and collect a \$75.00 refundable security deposit. The deposit will be returned within 15 days of the event and only if the space is returned without damage, and cleaned. The security deposit must be submitted in the form of a money order or personal check, no cash will be accepted.
- A key to the front door will not be issued until the day of the function. If the function falls on a weekend the key will issued on the last business day before the function. All keys must be returned to the office by noon on the next business day following the function. Failure to return the key within 48 hours will result in automatic forfeiture of the security deposit. Prior to receiving the key the applicant shall sign an agreement form acknowledging acceptance of the guidelines, intent to comply fully, and shall have paid the deposit to the THA office.
- Applicants signing the agreement form shall be responsible for opening and securing the facility. Also, the applicant signing the form must be present during the complete timeframe involving use of the room. In the event that the THA staff if required to open and/or close the facility, and additional charge of \$35.00 will be charged to cover the Authority's costs.

- CANCELLATIONS: Failure to give management a minimum of twenty-four (24) hours notice of reservation cancellation will result in a \$25.00 fee being charged against the \$75.00 security deposit. Failure to give any notice of cancellation will result in the full fee for the room rental being charged against the security deposit.
- Persons or organizations using the community room must pay for the replacement or repair of any equipment or keys made available to them which are broken or lost as a result of the activity.
- An inspection of the space shall be conducted by management, or its designated representative, before and after each use of the facility. Management shall have the responsibility for determining whether damages have been caused and whether satisfactory janitorial work has been completed by the resident/user. Return of the facility in unsatisfactory condition shall cause the full deposit to become non refundable (NO partial refunds). Additionally, damages more than the security deposit will be billed to the resident/user.
- Request for children’s activities must be made by an adult who will assume full responsibility for the activity and who must be present during the use. At no time will any activities conflict with the curfew laws for minors, or any other Federal, State, or local laws.
- All equipment, furniture, tables, chairs, etc. contained within the Community Room shall remain inside the building and shall not be removed for any reason.
- The Teague Housing Authority facilities may be used as a BI-PARTISAN voting center.

## **RULES AND CONDUCT**

1. Resident/User is responsible for the conduct of persons attending the activity.
2. Resident/User will be responsible for cleaning the Community Room including the restrooms.
3. All chairs and tables must be returned to their original position. DO NOT DRAG CHAIRS OR TABLES ACROSS THE FLOOR.
4. All trash, bottles, or other materials must be discarded in the trashcan provided and deposited in the dumpster on site at the end of the event. Do not leave trash in the building.
5. Floors must be swept. Floors must also be mopped if any food is on floor or spills have occurred. (Broom and mop are provided and are in the kitchen area. Empty mop bucket and store equipment in the manner in which you found it when done.)
6. Please leave dirty dishtowels, towels, etc in the kitchen sink – we do the laundry.
7. Kitchen area must be cleaned and restored to its original condition.
8. Please put all dirty dishes in the dishwasher and start the cycle. Any dishes that will not fit in the dishwasher must be washed and dried and put away.
9. All bathroom faucets and lights must be turned off prior to leaving. Bathrooms are to be left clean with no water running.
10. All windows and doors must be shut and secured prior to leaving.
11. The thermostat must be returned to its original setting prior to leaving.
12. The deposit will be forfeited if the facility is found in less than satisfactory condition.
13. No smoking is allowed in the building; ash cans are provided on the kitchen patio.
14. No alcohol or any controlled substance is allowed on the premises.
15. No gambling is allowed on the premises.
16. No pets are allowed, with the exception of licensed service animals.
17. No thumbtacks or any device that would leave a mark or make a hole in the walls, ceiling, doors, or any part of the facility are allowed.

18. Entertainment is allowed (such as musical groups, magicians, etc.) with the consideration of noise level.
19. Due to possible damage to the flooring, no dancing is allowed in the building.
20. Adult supervision is required at all events.
21. NO FIREARMS OR WEAPONS OF ANY TYPE ARE ALLOWED ON THA PROPERTY.

The Teague Housing Authority shall not be responsible for incidents stemming from the violation of these rules. The resident/user agrees to hold THA harmless in the event of any legal action pertaining to the violation of any laws of the City of Teague, the State of Texas, the Lease Agreement, these rules, or other laws or regulations.

### **CHARGES FOR USE OF ROOM**

Half day rental - \$40.00

Full day rental - \$75.00

Over four (4) hours (including setup and clean up) is considered a Full Day.

There is no room rental charge for the residents of the Teague Housing Authority. Although, they are required to pay the \$75.00 deposit. All rules listed above apply to the residents of the Teague Housing Authority just as they apply to non-residents.

If there are any maintenance issues during the use of the Community Room, the individual who leased the room should call the Teague Housing Authority office at 254-739-2011. If the office is closed please leave a message and contact number with the answering service and someone will get back with you shortly.

# COMMUNITY ROOM REQUEST

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Date of Request \_\_\_\_\_ Date of Event \_\_\_\_\_

Activity/Event or Purpose of Meeting \_\_\_\_\_

Supplies Needed (Tables, Chairs, Etc.) \_\_\_\_\_

Building Available: \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
THA Representative

I acknowledge acceptance of the guidelines and intend to comply fully.

\_\_\_\_\_  
Resident/User

I have received ONE (1) key to the front door of the facility.

\_\_\_\_\_  
Resident/User

Amount Deposit Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Amount Deposit Returned \$ \_\_\_\_\_ Date \_\_\_\_\_

## **Community Room Inspection Completed by THA management**

- All areas were left clean and organized. All equipment/appliances left in good operation and cleaned.
- Areas were left dirty.
- Equipment or appliances found in disrepair or dirty.
- Other

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Key returned to THA

- YES
- NO

Date \_\_\_\_\_ Time \_\_\_\_\_

Received by \_\_\_\_\_  
THA Staff