

## Peekskill Housing Authority - Community Room Application

The Peekskill Housing Authority (PHA) has two (2) community rooms. The purpose of this policy is to set standards upon which PHA tenants may apply to use a community room to host a family event. Rules for the private use of PHA community rooms are as follows:

1. The application to use the room must be completed by a PHA **tenant in good standing, and submitted at least 30 days prior to the event**, unless the intended use is for a bereavement gathering; 30 day notice may be modified.
2. The intended use of the community room must be for a family event, not open to the public, non-commercial and under no circumstances may a tenant host an event where guests are charged an entrance fee.
3. During use of the community room participants may not exceed the room's legal Occupancy Limit as posted.
4. If music is played, the volume must be kept at a level that does not interfere with the quiet enjoyment of the tenants residing in the premises.
5. The tenant must pay twenty (\$20.00) per hour for use; minimum is two (2) hours. All payments are due with the application and must be paid by money order. The event may not last longer than six (6) hours including set up/clean up and must end by 11 p.m. Sharp!
6. No alcohol or drugs may be consumed on PHA property and smoking is prohibited.
7. The tenant must assume full responsibility for the conduct of his/her guests, and any illegal behavior or lease violations at the party shall subject the tenant to eviction proceedings.
8. In order to guarantee clean-up, the family must pay a \$50 refundable clean-up deposit, **by money order**, at the time the request is made. Clean up includes removal of all decorations and personal items.
9. Applications will be considered on a first-come, first-serve basis and are approved at the discretion of PHA.
10. The applicant must remain in the community room for the duration of the event.

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE/TIME OF PROPOSED EVENT: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

PURPOSE OF PROPOSED EVENT: \_\_\_\_\_ LOCATION: \_\_\_\_\_

I have read all the rules associated with the use of the community room, and agree to be bound by them and will accept responsibility for any property damage.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

APPLICATION APPROVED BY EXECUTIVE DIRECTOR: \_\_\_ YES \_\_\_ NO (if no, the reason is as follows):  
\_\_\_\_\_

REFUNDABLE \$50 CLEAN-UP DEPOSIT PAID BY MONEY ORDER: \_\_\_\_\_ YES  
HOURLY FEE FOR \_\_\_\_\_ HOURS TOTALING \$ \_\_\_\_\_ PAID BY MONEY ORDER: \_\_\_\_\_ YES

Application will not be accepted without the two money orders for payment.