

**REQUEST FOR USE OF  
COMMUNITY ROOM**

Date of function: \_\_\_\_\_ Time Reserved: \_\_\_\_\_ to \_\_\_\_\_  
Type of Function: \_\_\_\_\_ Number of Guests: \_\_\_\_\_  
Location Reserved: Nemasket \_\_\_\_\_ Riverview \_\_\_\_\_  
Resident (please print) \_\_\_\_\_ Phone # \_\_\_\_\_

**TENANT COMMUNITY ROOM USE POLICY**

1. Tenants wishing to use the community room should make a reservation with the office staff. The office staff must be aware of plans to use the room, especially when the use will occur during the evening or weekend.
2. In order to reserve the room, a community room request form must be filled out. The tenant will be asked to sign that they have read and understood the policy.
3. Guests will use the housing authority facilities at their own risk. The community room use form will contain the following statement:  
**The tenant and their guests will indemnify, defend and hold harmless the Middleborough Housing Authority, its officers, employees, agents, contractors and any successors-in-interest from and against all loss liability damage and expense including reasonable attorneys' fees, occasioned by or associated with any claims of lawsuits related to the use of the Middleborough Housing Authority Riverview Apartments community room located at 8 Benton Street, Middleboro, or the Middleborough Housing Authority Nemasket Apartments community room located at 6 Hale Avenue, Middleboro.**
4. The use of alcoholic beverages and smoking are prohibited in all buildings owned by the commonwealth. Our community room is no exception.
5. The tenant hosting shall be present for the entire function.
6. In order to protect the rights of all tenants to quiet and privacy, the following rules must be observed:
  - a. All gatherings must end by 12 midnight and no noise shall be audible outside the room after 10:00 P.M.
  - b. Guests (especially children) must remain inside the building, except when arriving or leaving the event.
  - c. No pets or animals are allowed in the community room
  - d. All guests are expected to behave in a quiet and orderly manner.
7. Parking for guests includes: RIVERVIEW: Public street parking on Spencer Street & Benton Street next to the community building and the unmarked spaces at the bottom of the hill behind buildings 12 and 15; NEMASKET: Public street parking on Park and Frank Streets; YOU MUST advise all guests there is no parking in the numbered spaces for tenant parking.
8. Any damage done to housing authority equipment or property is the responsibility of the tenant and their guests. Any damage must be reported to the office immediately.
9. The Board of Commissioners of the Middleborough Housing Authority may revoke the privilege of using the community room if this policy is not adhered to.
10. Tenant shall be responsible to disposed of all trash into the dumpster after your function.
11. A \$30.00 deposit fee (**by check only**) shall be held by the office to ensure compliance that the community room / building is left in the same condition that it was found. All tables and chairs should be returned to their original positions. The kitchen should be clean and orderly. No food is to be left in the refrigerator. All trash must be removed. **THE DEPOSIT FEE WILL BE RETURNED PENDING INSPECTION OF HALL AFTER THE FUNCTION**

I, \_\_\_\_\_ have read, understand and agree to abide by **Middleborough Housing Authority's Community Room Use policy**. I also agree to inform my guests of these rules and be sure they, too, abide by them. Furthermore, I agree to indemnify, defend, and hold harmless the **Middleborough Housing Authority**, its officers, employees, agents, contractors and any successors-in-interest from and against all loss, liability, damage and expense, including reasonable attorneys' fees, occasioned by or associated with any claims of lawsuits related to the use of the **Middleborough Housing Authority's** community room.

Signature of tenant: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

MHA Approval: \_\_\_\_\_