

**PORT HURON HOUSING COMMISSION
COMMUNITY BUILDING/REINVESTMENT CENTER USE POLICY
(For Employee Use Only-Do Not Distribute to Applicants)
(Applicants receive the Community Building/RIC Rules for Use)**

The Port Huron Housing Commission maintains five Community Building facilities available for use by resident and responsible non-resident sponsored community groups as specified in this policy. It also maintains the Reinvestment Center which is available for rent to the general public, businesses, and agencies.

1. **LOCATIONS AND CAPACITIES:**

A. Community Buildings:

LOCATIONS:

Gratiot Village Community Building
1509 Riverview Street
Port Huron MI 48060

Huron Village Community Building
2614 Nern Street
Port Huron MI 48060

Dulhut Village Community Building
1925 Nern Street
Port Huron, MI 48060

Dulhut Village Computer Lab*
1925 Nern Street
Port Huron, MI 48060

Desmond Village Community Building
721 Pine Street
Port Huron, MI 48060

Peru Village Community Building
702 Erie Street
Port Huron, MI 48060

CAPACITIES:

27 persons with tables
58 persons with chairs only

23 persons with tables
50 persons with chairs only

45 persons with tables
95 persons with chairs only

36 persons with tables
(2 persons to a computer)
Not available with chairs only.

36 persons with new tables
60 persons with chairs only
+12 with folding tables & chairs

36 persons with new tables
60 persons with chairs only
+12 with folding tables & chairs

B. Reinvestment Center:

LOCATION:

3013 - 24th Street (Multi-Purpose Room)
Port Huron, MI 48060

3005 - 24th Street (Meeting Room)*
Port Huron, MI 48060(Only if available)

CAPACITY:

120 persons with tables
160 persons with chairs only

70 persons with tables
110 persons with chairs only

*No kitchen facilities available. Persons must also apply for Dulhut Comm. Bldg. should they also want that site.

2. COMMUNITY BUILDING AND REINVESTMENT CENTER USE:

- A. Buildings may not be used for political activities that are for the benefit of a particular party or religious activities that involve worship, religious instruction, or proselytization.
- B. Use or sale of alcoholic beverages, drugs, tobacco products, or other controlled substances are strictly prohibited.
- C. Kitchen facilities (if applicable) are to be used solely for the re-heating of food and shall not be used for cooking.
- D. Applicants must furnish all supplies including paper towels, kitchen supplies, trash bags, and toilet paper.
- E. All groups must sign a "Building Use Agreement", which includes an Indemnification and Hold Harmless form releasing the Port Huron Housing Commission, its elected and appointed officials, employees and volunteers and others working on its behalf from any and all liability claims.
- F. Use of the space for income-producing purposes shall meet the following special conditions:
 - The group must strictly adhere to Federal, State, and Local regulations regarding permits for, and taxes on, such enterprises.
- G. All activities must have adult supervision.
- H. All events must be completed with the building cleaned and locked by 11:00 p.m.
- I. All requested tables and chairs will be available in the building. Set up is the sole responsibility of the applicant.
- J. Upon completion of the event, all lights must be turned off, windows closed, and all doors locked. The applicant is responsible for all clean up and returning the building to the status which it was found unless they have selected and paid for the Optional Custodial Fee. Refer to Section 5(D)1(a) below.
- K. The Applicant and their guests are to limit their use of all outside areas to arrival and departure from the building when at all possible unless special permission is granted.
- L. For those using the Community Buildings (does not apply to the Reinvestment Center): All vehicles without a Port Huron Housing parking permit **MUST PARK ON THE STREET** or they could be towed at the owner=s expense.
- M. Resident groups of less than maximum capacity of the Community Buildings shall be encouraged to use the Community Building in lieu of the Reinvestment Center.
- N. Groups may be regularly scheduled for a specific recurring program on specific days and times on a continuing basis with approval of their application by the

Executive Director or his or her designee. This approval may be subject to revocation by the Port Huron Housing Commission at any time. The security deposit shall be paid one time at the time of the initial application and shall be held until the conclusion of their program. The optional custodial fee must be requested and paid prior to each date.

- O. The applicant will be the person responsible for all fees, the building, and all guests. Photo identification for the applicant is required to be submitted with the application.
- P. For security purposes, all doors remain locked at all times. Propping doors open is not allowed. Applicants are encouraged to assign a person attending their event to the door to let their guests in. If the door is propped open, you will forfeit your entire security deposit.
- Q. For the Computer Lab: Food and drink is prohibited in this area at all times.
- R. For Community Buildings/Rooms: Use of the Community Buildings/Rooms other than by residents and employees is not allowed, except for the use by Groups/Agencies providing services to, or for the benefit of, residents of the Port Huron Housing Commission.
- S. The Reinvestment Center will not be available for use on any Major Holiday, specifically, New Years Day, Easter Sunday, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving, Christmas Eve, or Christmas Day and New Year's Eve.

3. SPECIAL USE OF FACILITIES:

EMPLOYEE USE:

Community Buildings: Employees of the PHHC may use the Community Buildings/Rooms with the same use/fee benefits as a resident, and on a first come first serve basis.

Computer Lab: Employee Use of the Computer Lab for Personal Use must be approved by the Executive Director or his/her designee. Applications will be viewed on a case by case basis.

Reinvestment Center: Employees may use the Reinvestment Center up to 2 times per year without rental fees for the first 8 hours of an event for personal use. Events over 8 hours are subject to the additional hourly rates as indicated in the Charges section of this policy. All other fees and charges apply (ie., Service Fee, custodial fee, etc.,).

The Employee must be hosting the event and it must be for personal use. If the Event is a Community Event, the use then becomes treated like that of a Community Agency.

RESIDENT COUNCIL USE:

Community Buildings: A Resident Council of the PHHC may use the Community Buildings/Rooms with the same use/fee benefits as a resident, and on a first come first serve basis.

Computer Lab: A Resident Council of the PHHC may use of the Computer Lab with the approval of the Executive Director or his/her designee. Applications will be reviewed on a case by case basis.

Reinvestment Center: Resident Council of the PHHC may use the Reinvestment Center up to 1 time per year without rental fees for the first 8 hours of an event for resident council activities. Events over 8 hours are subject to the additional hourly rates as indicated in the Charges section of this policy. All other fees and charges apply (ie., Service Fee, custodial fee, etc.,).

A Resident Council of the PHHC must be hosting the event and it must be for the Benefit of PHHC Residents Only. If the Event is a "Community Event", the use then becomes treated like that of a Community Agency.

4. PROCEDURES AND RESPONSIBILITIES FOR BUILDING RENTAL:

A. All resident and non-resident groups must make application at the Port Huron Housing Commission Management Office located at 905 Seventh Street, Port Huron MI for the site they wish to use **at least 7 Calendar days prior** to the date being requested by completing an "Application for Community Building Use" form. **Approval will subject to Executive Director or his/her designee if this time frame is not met.** This form shall include the following information:

- 1) Applicant's name (person responsible for the building).
- 2) Applicant's address and phone number (or contact number).
- 3) Attach a copy of photo identification.
- 4) The desired Community Building to be used.
- 5) The type of event to be held.
- 6) The date required.
- 7) The time frame the building will be needed (including set up and clean up time).
- 8) The number of persons to be in attendance.
- 9) Number of tables and chairs required.
- 10) Facilities required (i.e., kitchen).
- 11) RIC Only: Completed form indicating if they wish to have their event advertised on the digital sign.
- 12) Computer Lab Only: Completion of proper section if applying for free usage (requires Executive Director approval).
- 13) Names of persons to be allowed entrance at beginning time.

The person applying for the building will be the person to be responsible.

B. If applicable, the required deposit and rental fee, service fee and optional custodial fee will be included with the application and deposited. Only certified checks, charge/debit cards, business checks without prior problems, or money orders will be accepted.

There shall be a \$25.00 non-sufficient fund fee.

C. The application will then be submitted to the employee responsible for the requested site:

- 1) If applicable, the resident's account status will be checked and noted.
 - 2) Investigation shall be done on prior uses by this applicant.
 - 3) Recommendation will be made to the Executive Director (or his or her designee) for approval or disapproval.
- D. The Executive Director (or his or her designee) shall approve or disapprove the application and return the application to the employee responsible for the requested site. The Port Huron Housing Commission reserves the right to deny any applicant for any reason. Some reasons for denial are, but shall not be limited to:
- 1) The Community Building or Reinvestment Center is already scheduled for the particular date and time requested or is unavailable for other reasons.
 - 2) Applicant has violated resident lease provisions with the Port Huron Housing Commission.
 - 3) Applicant has a record of previous violations of the rules and regulations for use of the Port Huron Housing Commission's community space including non-payment of any fees associated with their rental of the community space.
 - 4) Applicant has a history of criminal activity including drug-related crimes or the use or possession of controlled substances or alcohol, has a lifetime registration under a State sex offender registration program, has engaged in or threatened abusive or violent behavior toward any Port Huron Housing Commission staff or resident, or has a history of disturbing neighbors or destruction of property.
 - 5) The specified use of the building does not conform with the Port Huron Housing Commission's goals and objectives or will not promote goodwill within the neighborhood.
 - 6) The applicant is not in good standing with the Port Huron Housing Commission. If this matter is resolved, the application may be resubmitted for a second review for approval/disapproval.
 - 7) Failure to complete the application in full providing all required information.
- E. Within two business days from the date of the application, the Port Huron Housing Commission shall notify the applicant by telephone (if a number was provided) or in writing whether their request has been approved or disapproved stating necessary reasons. If approved, they will be informed if they need to return to our office to sign necessary forms and pick up the key if applicable or of the time they will be granted access to the building and of forms to be signed at that time.
- F. For the Reinvestment Center, the Customer Assistant/Custodian will be informed of the event. The applicant or designated person shall be granted access to the building at the time requested on their application and shall complete the

following:

- 1) Sign the Use Agreement for the Reinvestment (which includes the Indemnification and Hold Harmless clause).
 - 2) Complete and sign the Inventory Checklist with the assistance of the Reinvestment Center Customer Assistant/Custodian.
- G. For the Computer Lab: The staff assigned will be responsible for unlocking and locking up if applicable and ensuring the renters have not caused damage and have cleaned sufficiently. Any damages and/or problems shall be reported immediately to the Dulhut Housing Specialist.
- H. For the Community Buildings and if applicable, the applicant must return to our Management Office by 3:00 p.m. the date of the event to complete the following: (If the requested date falls during a weekend, they must return to our Management Office by 3:00 p.m. the Thursday before.)'
1. Sign the Use Agreement for the Community Building (which includes Certification of Receipt and Key and Indemnification and Hold Harmless clause).
 2. Receive the key (if applicable) and a copy of the Agreement stated in 1) above.

If the applicant fails to complete these steps, **they will not be allowed use of the requested space** and their deposit and rental fee (if applicable) will be refunded following the refund policy below.

- I. Upon completion of the event, the applicant must:
- 1) Restore the building and grounds to the status of which it was found by:
 - a) Collecting all trash and putting it in the designated trash containers or removing trash if designated for that building.
 - b) Sweep all floors.
 - c) Mop if necessary.
 - d) Wipe down all tables and chairs and return to their original position.
 - e) Wipe down the kitchen area, stove, and refrigerator and return everything to its original location.
 - f) Clean all bathrooms (remove litter, sweep and mop floors) and wipe down sinks.
 - g) Shut all windows, turn off all lights (night lights do not have switches and remain on), and lock all doors.
 - h) Only remove items which were brought by the Applicant.

Buildings will be inspected by the Port Huron Housing Commission by 4:00 p.m. the next business day following the event (or upon lock up at the RIC). Buildings not returned to their original status or equipment damaged will be assessed a charge which will be deducted from their deposit (if applicable).

- J.. If keys have been issued, they must be returned to the Management Office by 1:00 p.m. the next business day following the date of the event. Keys not returned on time will be assessed a \$5.00 late fee each day up to a maximum of \$50.00. Keys lost will be assessed a \$50.00 fee.
- K. If a refund is due following inspection of the building, it will be returned within thirty (30) calendar days following the date of the event.
- L. Cancellations:
See the "Cancellation Policy" Section of this Policy

5. CHARGES:

The Executive Director has the discretion to waive any and all fees as deemed necessary.

- A. Security Deposits:
- 1) A zero (\$0) deposit is required for use of the Community Buildings/Rooms by residents and employees.

A \$50.00 deposit is required for use of the Community Buildings/Room by For-Profit and Non-Profit groups, which is to be paid in full at the time of application.
 - 2) A \$50.00 deposit is required for use of the Reinvestment Center and Computer Lab, without exception, which is to be paid in full at the time of application.
- B. Rental Fees (to be paid in full at the time of application, except for employee use as provided in #3 above):
- 1) Community Buildings/ Rooms:

Residents and Employees:	Zero (\$0)
For-Profit Only:	\$50.00
*Non-Profit Groups:	\$25.00
 - 2) Reinvestment Center:

Multi-Purpose Room	(1)\$ 100.00
*Non-Profit Groups:	(1)\$ 50.00
Meeting Room	(1)\$ 50.00
*Non-Profit Groups:	(1)\$ 25.00
- (1)Fees are for the first eight (8) hours and will not be reduced for usage less than eight (8). Usage beyond eight (8) hours, including employee usage beyond eight (8) hours, will be \$15.00 per hour rounded to the nearest hour. (Example: (1) If you are not out of the building by the deadline and vacate the building 10 minutes after the deadline, you will be charged for 1 additional hour which will be assessed against the deposit and charged if necessary. (2) If you show up 20 minutes late to gain entry to the RIC, you will be charged 1 additional hour which will be assessed against the deposit and charged if necessary. (3) If you designate on your application that you wish to use the building from 8am to 11pm, you will be charged \$100.00 for the first 8 hours and \$15.00 per hour for the additional 7 hours which must be paid with the application.)

3)	Computer Lab:	Agencies Meeting Criteria	Free
	-In 2 day increments & not available to individuals	Other Agencies	(2)\$100.00 -8 hrs
	.		(2)\$50.00 -4 hrs

The Computer Lab will not be made available to Resident or Non-Agency Groups for Rental purposes.

(2) Usage beyond the time designated will be \$15.00 per hour rounded to the nearest hour. See "(1)" above for examples. Fees stated above will not be reduced for usage less than the designated time stated in application.

*Non-profit groups offering a free training@ which will benefit the community and the Port Huron Housing Commission residents will qualify for reduced rates as noted. The event must be free for those attending and must be a training or educational session. Social activities such as dinners, parties, etc. do not qualify for the reduced rates. Events sponsored by the Port Huron Housing Commission will qualify for a total fee waiver.

C. Service Fee:

1) Community Buildings:

The Service fee is not applicable to the use of the Community Building/Rooms.

2) Computer Lab:

The Service fee is not applicable to the use of the Computer Lab.

3) Reinvestment Center:

A \$25.00 service fee is required for use of the Reinvestment Center to Applications for the use (including Employee Use) of the Reinvestment Center (except as noted below), which is to be paid in full at the time of application.

*Non-profit groups offering a free training@ which will benefit the community and the Port Huron Housing Commission residents will qualify for an exemption of the 25.00 Service Fee. The event must be free for those attending and must be a training or educational session. Social activities such as dinners, parties, etc. do not qualify for the exemption.

Employee rental for personal use does not qualify for the exemption.

Events sponsored by the Port Huron Housing Commission will qualify for a total fee waiver.

D. Other Charges:

1) Community Buildings/Rooms and Reinvestment Center:

- a) Optional Custodial Fee of \$125.00. Should the applicant choose not to accept responsibility for restoring the building to the status of which it was found, they have the option to pay a Custodial Fee at the time of application. The Port Huron Housing Commission will then restore the building to its original status for normal wear and tear items only. **Charges will be accessed in addition to this Custodial Fee for items that are damaged or missing.**

Should the optional custodial fee be waived, the applicant will be responsible for returning the building and grounds to the status of which it was found as detailed in 3 H(1) above.

If the optional custodial fee is selected, it must be paid in full at the time of application.

- b) Optional Availability of Staff Person On Site Fee of \$25.00 per Hour. Should the applicant want a staff person on site for the duration or a portion of their program, they have the option to pay a fee of \$25.00 per hour for the hours requested on the application.

If the option availability of a staff person on site is selected, it must be paid in full at the time of application.

- c) Charges will be accessed pursuant to our Damage and Service Charge Schedule for damages or theft beyond the amount of the security deposit. These charges must be paid in full within 30 days of the date the charge is assessed.
- d) Late fee for key return as listed above. This charge must be paid in full within 30 days of the date the charge is assessed.
- e) If building maintenance is required on normal wear and tear items or weather related items (such as loss of power due to a storm, etc.), the Port Huron Housing Commission will repair items as needed. If building maintenance is required after business hours due to damage by the event, the Port Huron Housing Commission will charge the applicant the current salary and benefit rate of the maintenance employee for a minimum of 3 hours. This charge must be paid in full within 30 days of the date the charge is assessed.
- f) For weather related issues such as snow removal and/or salting, the Port Huron Housing Commission will attempt to perform such services during normal business hours. Snow removal and salting will be performed after hours during the time this service is being provided at our other sites. Should the snowfall or salting not warrant service after hours (example: light snowfall), we will remove the snow and/or salt should there be an event scheduled and we already have called out a maintenance person for some other reason. In this same situation, if we have not been called

out for some other reason, the applicant may request this service for a fee which will consist of the current salary and benefit rate of the maintenance employee for a minimum of 3 hours. This charge must be paid in full within 30 days of the date the charge is assessed.

- g) Should your event at the Reinvestment Center be cancelled less than 2 hours prior to the event, the Port Huron Housing Commission will charge a proration of the Customer Assistant/Custodian fee paid for a period of 1 hour. This charge must be paid in full within 30 days of the date the charge is assessed.
- h) For RIC only: Should the applicant not be present at the time indicated to gain entrance to the building, our employee will wait no more than 30 minutes (15 minutes before and 15 minutes after) of the time indicated. Should they have to be called back out, the applicant will be charged the actual cost of the Port Huron Housing Commission to call someone out which is a 2 hour call out minimum. No shows/un-notified cancellations will be charged the fee in g) above.
- i) For RIC only: Should the applicant not be ready to exit the building at the time indicated on their form, the applicant will be charged to actual cost of the Port Huron Housing Commission to have our employee there the extra amount of time or for a 2 hour call out minimum if the employee has to leave and return at a later time.
- j) Please see the "Payment Receipt Procedure" for approvable methods of payment.

F. Legal Fees

Should court action be required to collect any fees or damage costs noted above, the applicant will be responsible for all costs incurred by the Port Huron Housing Commission.

6. CANCELLATION POLICY:

Any Security Deposits, Rental Fees, Service Fees and Other Charges will be refunded in full should the event be cancelled providing the following conditions are met. If these conditions are not met, no refund will be given. Receiving ~~A~~no refund@ means forfeiture of all monies paid to include security deposits, rental fees, and other charges.

Community Buildings/Rooms:

- 1) Before keys are picked up and forms signed and at least 48 hours prior to the scheduled date:

During business hours, if the applicant notifies the Port Huron Housing Commission Management Office at least 48 hours prior to the event the building will not be required.

- 2) After keys are picked up and forms signed, no refund will be made regardless of cause with the exception of circumstances beyond their control.

Reinvestment Center:

- 1) All cancellations for the Reinvestment Center must be made no less than 2 hours prior to the event to allow sufficient time to notify the Customer Assistant/Custodian or additional fees may be incurred.
- 2) Cancellations made at least 72 hours prior to the scheduled date will receive a full refund.
- 3) Cancellations made less than 72 hours prior to the scheduled date and with good cause will receive a refund less a \$10.00 cancellation fee. No refund will be made without good cause.
- 4) Cancellations made less than 24 hours prior to the event will not receive a refund regardless of cause with the exception of circumstances beyond their control.

HOW TO CANCEL:

During Business Hours: Call (810) 984-3173 or in person at 905 Seventh Street, Port Huron.

After Business Hours: Call (810) 984-6410 and Press 1 for Emergency. Leave a detailed message with the following information:

- Your name (must be applicant calling)
- A telephone number where we can reach you
- The site of the building/room you had scheduled to rent
- The date you were to rent it that you are cancelling

Failure to leave the above information may result in non-cancellation and forfeiture of funds along with possible charges. Our employee will be paged immediately and will obtain this message. If the cancellation involves the Reinvestment Center, our employee will contact the appropriate staff (ie., Customer Assistant/Custodian) immediately.

Related Documents:

Authorization for Advertising (RIC)
 Community Building/ RIC Rules for Use
 Community Building/RIC/Computer Lab Application
 RIC Inventory Checklist
 Use Agreement – Community Building
 Use Agreement – RIC
 Use Approval Letter – Community Building
 Use Approval Letter – RIC
 Use Denial Letter – Community Building
 Use Denial Letter – RIC