

# RESIDENT SERVICES



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## 1. General Statement

The use of all facilities and/or space by all groups, internal and external, is governed by the principle of compatibility with the ZMHA mission. No activities or events may be of a character that explicitly or implicitly discriminates against, demeans or exploits any person or group, nor may they be of the nature that threatens the security, safety or health of the ZMHA Community in any way, or that poses a hazard to the environmental/ecological systems or sites.

- A. It is the policy of ZMHA to make maximum use of its facilities and services for the benefit of the ZMHA Residents.
- B. ZMHA will make its facilities available for use by non-authority organizations at times when these facilities are not in use by ZMHA activities, provided the proposed use and users are compatible with the overall purpose of the Authority. Preference will be given to organizations whose programs and missions relate directly to those of the Authority. Indefinite, on-going events will not be scheduled.
- C. Use of these facilities by a given organization does not imply endorsement by ZMHA of the views, beliefs or purposes of the members of the organization, its mission or orientation.
- D. Under no circumstances will an organization be permitted to use ZMHA facilities which practices discrimination as defined in Article VII of the 1964 Civil Rights Act.
- E. Serving of food and beverages will be permitted only in areas in accordance with ZMHA's normal operating policies. Final determination will be made by the Supervisor in consultation with the Executive Director.
- F. It will be understood that agencies, groups or persons who break, damage or deface property will be held liable and repair or compensation will be required. ZMHA will not be held responsible for any damage to the requesting party's personal or rented property. Additionally, ZMHA will not be held liable or responsible for accidents or personal injury.
- G. ZMHA will not provide special lighting or sound effects for events.
- H. For events where large crowds will be on site for a function, and the Supervisor determines that security is necessary for crowd and traffic control. A surcharge in addition to the established rental fee will be assessed.
- I. Renters are prohibited from using any restricted areas and unauthorized equipment including the lift, thermostats, and moving the bleachers. Only tables and chairs (as assigned) are permitted to be used for events. Along with full access to the kitchen including stove, oven, refrigerator, and microwave.
- J. The rental rate is \$40 per hour (minimum 2 hours). Renter receives one additional hour after the rental time to tear down and clean at no cost. A cash deposit of \$150.00 is required to be paid on the Friday (or last business day prior to your scheduled rental) to receive your entry key. The deposit will be returned to you, pending the satisfactory completion of an inspection of the facilities.
- K. The full rental fee must be paid to hold your reservation. If you phone in a reservation, we will place a hold on your requested date and time for 48 hours. *The full rental rate must be paid, and rental agreement signed, to hold your reservation beyond the 48-hour hold.*
- L. At the time of booking, the renter must sign the James Singer Activity Center Rental Agreement, Rental Policy Form, Rental Rules Form, and pay all rental fees. Then, no later than the last business day prior to the day of the event, the renter must pay the cash deposit, and pick up the key. If the deposit is not paid and/or the key is not picked up, the reservation is void and all monies paid are subject to forfeiture.
- M. Rental fees may be refunded when receipt of a reasonable notice of cancelation is received.
- N. Please be aware the James D. Singer Activity Center is always under video surveillance.

# ZMHA James Singer Activity Center Rules

1. The person signing the facility use form shall assume all responsibility for any damage(s) and associated fees.
2. Building, deposits, and charges are payable to the Zanesville Metropolitan Housing Authority.
3. All activities must have adequate adult supervision.
4. Requests for the use of the facility must be made in writing through the staff at ZMHA.
5. The sponsored activity shall be confined to the area requested.
6. The use of alcohol and/or drugs in or around the facility is strictly prohibited.
7. Use of tobacco by those of legal age is permitted only outside the facility according to ZMHA policy and Ohio law.
8. **Proper gym shoes are to be used on the gymnasium floor.**
9. The area requested shall be left in a **clean and orderly condition**. The renter must check floors and restrooms before exiting.
10. ZMHA reserves the right to refuse use of ZMHA facilities.
11. All tables and chairs must have rubber feet and/or padding covering on all contact points with the floor covering.
12. Renters are responsible for wiping down all tables and chairs, sweeping the floor, mopping areas as needed and cleaning the kitchen after use.
13. Any organization charging a fee for admission must negotiate an additional fee with ZMHA.
14. The renter will be responsible for picking up keys at our office during regular business hours and returning them immediately following the event as instructed.
15. Any agency using a facility is required to provide ZMHA with a copy of its insurance policy (listing ZMHA as co-insured) 48 hours prior to the event.
16. Any scheduled activities must conclude by 12:00 midnight unless special circumstances would require additional time, which may be considered by the Resident Services Supervisor or the Executive Director.
17. **Helium balloons, roller skates/blades, "gender reveal" powders and explosives, wheeled vehicles, scooters, bicycles, toys, etc. (other than items required for use by persons with disabilities) are strictly prohibited.**

***Violating any of the above rules and/or policy regulations will result in severance of the gym rental contract and permanent disbarment from renting the facility in the future.***

By signing, you are stating you have read, understand, and agree to the rules and have received a copy of the rules and regulations for the James Singer Activity Center rental agreement.

X \_\_\_\_\_ Date \_\_\_\_\_

Renter/Responsible Party

X \_\_\_\_\_ Date \_\_\_\_\_

ZMHA Staff