

**Policy for the use of the James D. Singer
Activity and Training Center and
Other ZMHA Facilities**

Revised: January 22, 2007

Zanesville Metropolitan Housing Authority

For clarification in this document (1) the term Development refers to ZMHA housing locations; and (2) the term Supervisor refers to the Supervisor or his/her designated representative.

Let it remain clear that all decisions regarding policy and regulation as well as any other issues regarding ZMHA Facilities and Property remain in the hands of ZMHA Executive Director and/or The Board of Commissioners.

1. The staff of the James Singer Activity Center will serve as the scheduling manager of the ZMHA facilities.
2. When contacted, the staff will consider the proposed schedule needs and the purpose of the event as well as the event sponsor.
3. If the event meets the criteria (copy attached) and the Facilities Usage Request Form is completed, one copy will be sent to the user and another filed in the Supervisors Office.
4. The Supervisor will confirm the availability of the facilities based on the following priority of use;
 - a. ZMHA use
 - b. Resident use
 - c. Other events scheduled by non – authority interest
5. If the schedule is open, then the Supervisor shall apply the criteria of the attached utilization policy for events proposed by non–authority interest. If the Supervisor determines that a particular proposed event is incompatible with the criteria of the utilization policy then the Supervisor shall refuse the event.
6. Fees for the use of ZMHA Facilities will be as follows:
Activity and Training Facility – Will guarantee a minimum of 3 hours at \$75.00.
Billing at \$75.00 for the first 3 hours, \$25.00 for any additional hours.

Other facilities – to be determined upon request

**Zanesville Metropolitan Housing Authority
Utilization Policy and Regulations
Utilization Policy**

I. 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. Moreover, 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 purposed use and users are compatible with the overall purposes of the organization, and whose programs are compatible with the overall purposes of the institutions. Preference will be given organizations whose programs and missions related directly to those of the Housing Authority. Indefinite on-going events will not be scheduled.

Use of 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.

- C. Under no circumstances will an organization be permitted to use ZMHA facilities which practice discrimination as defined in Article VII of the 1964 Civil Rights Act.
- D. Serving of food and beverages will be permitted only in areas permitted in accordance with each ZMHA normal operating policies. Final determination will be made by the Supervisor in consultation with the ZMHA Executive Director.
- E. It will be understood that agencies, groups or persons who break, damage or deface property will be held liable and repair or compensation is required. Likewise, the Authority will not be held responsible for any damage to requesting person's personal or rented property. Additionally, ZMHA will not be held liable or responsible for accidents, or personal injury.
- F. ZMHA will not provide special lighting or sound effects for events.
- G. For events where large crowds will be on site for a function and in the judgment of the Supervisor, security must be provided for crowd and traffic control, a surcharge in addition to the established rental fee will be assessed.

Rules

1. The person signing the facility use form shall assume the responsibility of paying the fees for the use of the facility and shall be responsible for any damages to the facility.
2. Building 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 facility is strictly prohibited.
7. Use of tobacco by those of legal age permitted only outside facility.
8. Proper gym shoes are to be used on gymnasium floor.
9. The area requested shall be left in a clean and orderly condition.
10. ZMHA reserves the right to refuse use of ZMHA facilities.
11. All tables and chairs must have rubber feet and/or padding covering all contact points with the floor covering.
12. Any organization charging a fee for admission must negotiate an additional fee with ZMHA.
13. Renting agent will be responsible for picking up keys at our main office and returning them immediately following the event.
14. Don't use tape to secure any display material on the walls, windows or partitions.
15. Any agency using a facility is required to provide ZMHA with copy of their insurance policy (listing ZMHA as a 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 Supervisor or Director.