

**INSTRUCTIONS AND RULES FOR OBTAINING  
THE USE OF FACILITIES**

To protect our properties and ensure the continued availability of Community Rooms, we find it necessary to implement the following rules:

1. **The office should have your request to use the Community Room thirty (30) days in advance.**
2. The individual requesting the Community Room shall be designated "the responsible party" and shall be responsible for:
  - a) supervision of all invited guests; exclusion and/or supervision of all uninvited individuals.
  - b) clean up following the event and remove all trash.
  - c) any damage and/or injuries that might occur.
  - d) ensure all parties, gatherings, or other social events end by 10:00 PM.
  - e) FAMILY UNITS ONLY- the Community Room key, which will be available from the Administration Office.
  - f) FAMILY UNITS ONLY - locking and securing all doors and windows upon leaving, in addition to returning the key to the office drop box at the end of your rental period. **Failure to return the key will result in charges to change all lock sets and will also forfeit the ability to use the community room in the future.**
3. Absolutely no alcoholic beverages, tobacco products, or illegal use of drugs are allowed.
4. Noise levels are to be moderate, so neighboring tenants won't be disturbed.
5. Accidents and/or disturbances need to be reported to the office immediately.
6. Because the available parking is limited, we ask that guests park in the designated guest parking areas.
7. **In case of fire or emergency, call 911 immediately. Then call Massena Housing Authority @ 764-1706.**
8. Number of persons must not exceed the # posted, in accordance with fire code occupancy standards.
9. Must be up to date with rent payments.

I, the undersigned, have read and understand the list of rules and agree to assume responsibility for compliance on behalf of my family, my guests, and myself. I also agree to assume responsibility for any damages that might be incurred.

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**Room Location:**    ☐ **Laurel Terrace**                      ☐ **55 Victory Road**  
                             ☐ **Grasmere Terrace**                      ☐ **Victory Family**

**Event Type:**            ☐ **All Tenant Gathering**            ☐ **Private Gathering**

Event Description: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number \_\_\_\_\_ Address \_\_\_\_\_

Number of tables needed \_\_\_\_\_ Number of chairs needed \_\_\_\_\_

Received by MHA Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: COPY TO BE FURNISHED TO THE "RESPONSIBLE PARTY"**