



## Community Room Policy and Use Agreement 127 North Kingston Only

Head of Household or Tenant (“Renter”) agrees to assume responsibility for the cost of repair or replacement if the community space or its equipment, furniture, fixtures, or other appliances specified in the attached inventory list are damaged.

- Renter agrees to use the community room solely for the purpose stated to the City of Chandler Housing and Redevelopment Division (the “City”) in writing. The community room is available for use by Renter and Renter’s guests. Renter may not reserve the community room on behalf of another person or organization.
- Renter must be present at the community room function and assume responsibility for the conduct of all guests. Renter agrees to ensure that the guests do not make excessive noise or otherwise disturb the neighbors.
- Renter agrees to play any music at a low or moderate volume only.
- Smoking, use of alcohol or illegal drugs, and possession of firearms or other weapons in the community room is strictly prohibited.
- Renter agrees to comply with the City of Chandler Smoke-Free Policy, which states, “Smoking is not permitted anywhere on public housing grounds, to include living units, interior and exterior common areas, outdoor areas, and in or near public housing and administrative office buildings.”
- Improper use of the community room may be a basis for denying future requests by Renter.

### Fee & Deposit

Renter agrees to pay a fee of **\$16.00 per hour**, payable by check or money order, for the rental of the community room. A separate, refundable deposit of **\$100.00**, payable by check or money order, is required and must be paid at least two weeks in advance of the event. The deposit will be fully refunded if the key is returned, no damage is incurred, and/or special cleaning is not required.

### Return of Deposit

The City agrees to return the deposit within 7 days of the rental if the following conditions are met:

- Renter returns the community space key to the management office, located at 235 S. Arizona Ave Chandler, AZ 85225, by noon of the day after the event. If the event occurs on the weekend, key must be returned the next business day to the management office by noon.
- The community space and its equipment furniture, fixtures, and other appliances specified in the attached inventory list are not damaged.

- Renter cleans the community space and returns it to its original condition immediately after the rental, including:
  - Turning off all electrical appliances, except the refrigerator in the kitchen;
  - Wiping down all countertops, appliances and tables;
  - Removing all food items from the refrigerator.
  - Sweeping and mopping the floors and vacuuming all rugs. The City will provide a broom, mop and vacuum upon request;
  - Returning all furniture to the original position;
  - Locking all doors;
  - Throwing out all garbage; and
  - Cleaning restrooms

**Management’s Right To Reimbursement**

Management will deduct from the deposit the costs of repairing damage to the community space and repairing or replacing any items on the attached inventory list that are damaged or missing (including the cost of changing the lock on the community space door if the key is not returned).

Management will deduct a cleaning fee of \$16.00 per hour per maintenance person from the deposit if staff must complete any of the cleaning tasks listed in Return of Deposit, above.

Renter agrees to pay any replacement and/or repair costs that exceed the amount of the deposit.

**Indemnification**

To the extent permitted by law, Renter shall indemnify and hold harmless the City of Chandler Housing and Redevelopment Division, its managing agent, and their respective officers, directors, beneficiaries, shareholders, partners, agents, and employees from and against all fines, suits, damages, claims, demands, losses, and actions (including attorney's fees) arising out of, or relating to, all acts, failures, omissions, willful acts, and negligence of Renter, his or her agents, employees, visitors, guests, invitees, and contractors arising out of, or in any way relating to, Renter's use of the community room. This indemnification shall apply both to claims of third parties and to claims of the Renter or any guest of the Renter.

\_\_\_\_\_

Head of Household Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Tenant (Renter) Signature (if different from Head of Household)

\_\_\_\_\_

Date



## Community Space and Use Rental Form

Date of Request: \_\_\_\_\_

Head of Household and Tenant Names (if different): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

127 North Kingston Street Chandler AZ 85224

Purpose: \_\_\_\_\_

\_\_\_\_\_

Date Needed: \_\_\_\_\_ Time of Use FROM: \_\_\_\_\_ a.m./p.m. TO: \_\_\_\_\_ a.m./p.m.

|                                   |
|-----------------------------------|
| <b>HOUSING OFFICE INFORMATION</b> |
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**REVIEWED BY:** \_\_\_\_\_

Housing Specialist

**APPROVED TO BE FORWARDED:**

\_\_\_\_\_

Housing Assistance Senior Program Manager

\_\_\_\_\_

Date

**PERMISSION GRANTED BY:**

\_\_\_\_\_

Housing and Redevelopment Senior Manager

\_\_\_\_\_

Date

cc: Housing Maintenance Supervisor