

## **NORTH ANDOVER HOUSING AUTHORITY COMMUNITY ROOM POLICY**

The North Andover Housing Authority (NAHA) has an obligation under State and Federal regulations to provide decent, safe, and sanitary housing. To achieve its objectives and allow all residents of its housing complexes equal and peaceful enjoyment of community room and common areas, the NAHA sets forward the following policy governing the use of community room and common areas.

### **RESIDENT RESPONSIBILITIES**

Each resident who utilizes the community room and common areas will be responsible to maintain the area in a clean, neat, and organized manner, free of trash, debris or other hazards including keeping all exits free of trash/debris or items that may block or otherwise obstruct access. Only items designated as allowable in this policy may be kept in the community room and common areas.

### **ALLOWABLE ITEMS**

Only the following items may be kept within the community room and common areas: Furniture (i.e. tables, chairs, etc.) supplied by the NAHA, Television(s) and Video/DVD players, art supplies if present, dishes/silverware, pots/pans stored properly in cabinets/cupboards when not in use and seasonal decorations. These allowable items are intended for the use and enjoyment of all development residents. Residents may not leave any personal items in common rooms/areas. The NAHA reserves the right to remove and dispose of any such items.

Residents may always display the American flag in common spaces, if it complies with safety provisions and is displayed in accordance with existing laws related to the use of the flag.

### **ITEMS NOT ALLOWED IN COMMUNITY ROOM AND COMMON AREAS**

The use of alcoholic beverages and/or drugs of any kind (other than those to be administered by medical professionals at a temporary clinic) are expressly prohibited and will lead to an automatic revocation of the privilege to use the community room and common areas space in the future. No resident may leave any items in the community room and common areas. Residents may not bring in furniture, clothes, knick-knacks or other items into the community room and common areas. Residents may only hang decorative items on designated bulletin boards and should not put any holes in the walls.

Vacating residents may not leave furniture, clothes, knick-knacks or other items in the community room and common areas for other residents to take.

### **NO ALTERATIONS**

No alterations, additions or attachments may be made to any community room and common areas without prior written consent and subsequent inspection of the GHA.

### **LIABILITY**

The NAHA is not responsible for the loss, theft or damage of any resident-owned items, or liability caused by resident-owned items. All residents are encouraged to maintain renter's insurance or other liability insurance.

## **USE OF COMMUNITY ROOM AND COMMON AREAS SPACE FOR TENANT SPONSORED FUNCTIONS:**

The community room and common areas are for the use and enjoyment of all residents and as such are always open and accessible to all residents including during scheduled events, activities and/or private functions. Any resident who wants to sponsor an event, activity and/or function must first complete the "Application for Use of the Community Room and Common Areas" which must be submitted to and approved by the NAHA ahead of time.

In general, the same rules of behavior that apply to your Apartment Lease also apply in the community room and common areas at your development. These rules include, but are not limited to:

- No improper conduct on NAHA Property;
- No criminal activity on NAHA Property;
- No disturbance, or noise, which disturbs other groups lawfully in the community room and common areas;
- Not otherwise interfering with the peaceful enjoyment of groups using the community room and common areas;
- Guests must be supervised by resident at all times and should not be in the community room and common areas unless the resident they are visiting is present. Residents are responsible for the behavior of their guests.

Although no resident may be refused access to the room even if the room is being used for an event, residents are reminded to be respectful of their neighbors and not to disturb any proceedings.

## **CONDITION**

Each resident shall be responsible to ensure that all items brought into the community room and common areas by the resident or their guest(s) are properly disposed of by placing all trash in appropriate receptacles/barrels and/or trash rooms. No trash may be left behind after an event. The resident and/or guests must leave the room in good, clean condition. If the NAHA is forced to correct any violations of this policy, the resident shall be charged for the cost of such correction in accordance with the NAHA's Miscellaneous Charge Policy. Violating this policy may lead to an automatic revocation of the privilege to use the community room and common areas space in the future.

## **VIOLATIONS**

Any resident found in violation of this policy will be notified by the NAHA of such violation and given a reasonable amount of time to correct the violation, not to exceed five (5) days. The NAHA shall have the right to correct the violation if the resident fails to comply within the reasonable notice. The NAHA also reserves the right to immediately correct any violations, or remove any items, that it deems an immediate threat to the health and safety of its residents, guests, or staff. If the NAHA is forced to correct any violations of this policy, the resident shall be charged for the cost of such correction in accordance with the NAHA's Maintenance and Miscellaneous Charge Policy.