

USE OF COMMUNITY
ROOMS

1. Community Rooms and kitchens are available for resident functions such as bingo, crafts and family functions. Family functions are defined as family gatherings, christenings, weddings, parties, etc. The resident must complete a "Community Room Reservation Request" form. The form must be submitted and approved by the Executive Director, in advance prior to any use of the Community Room, The resident must be a tenant in good standing and must be present at the function at all times.
2. Private Business functions are not allowed.
3. There shall be only a maximum number of individuals allowed at any gathering or function. The maximum number for each development is as follows:

Talbot Apartments: 60 persons

13 River Street: 59 persons

16 River Street: 100 persons
4. There shall be no soliciting at any of the functions.
5. There shall be no smoking in the facilities.
6. Functions must conclude no later than 11:00 p.m.
7. Anyone using the community room must leave it neat and clean. The resident responsible for requesting and scheduling use of the room shall be responsible for leaving the facilities neat and clean and shall also be responsible for their guests and their guest's actions at all times. The responsible resident shall be charged for any cleaning or damage resulting from use of the room.
8. Kitchen equipment is the property of the Billerica Housing Authority and must not be removed from the kitchen. Anyone using the kitchen must leave it neat and clean. The appliances must be turned off. Anyone using the kitchen will be held responsible for any and all damages that may occur.

NOTE: The use of alcoholic beverages and/or drugs of any kind (other than those 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 in the future. Individual tenants may not charge or receive any monies in return for the use of the Community Room. The BHA is the only entity authorized to charge or receive monies for use, rent or occupancy of this space.

Approved by the Billerica Housing Authority Board of Commissioners on October 14, 2021.