

**FALL RIVER HOUSING AUTHORITY
COMMUNITY HALL USE POLICY (2026)**

1. PURPOSE & SCOPE

- 1.1. Fall River Housing Authority (FRHA) establishes this policy to ensure fair, safe, and consistent use of Community Halls across its developments.
- 1.2. Community Halls are intended to enhance resident quality of life; provide space for resident civic, cultural, educational, and social events; and foster community engagement.
- 1.3. This policy applies to all tenants, tenant organizations, FRHA departments, outside agencies, and authorized users seeking to use FRHA Community Halls.

2. DEFINITIONS

- 2.1. Authorized User: Tenant, tenant organization, or outside group with written FRHA approval.
- 2.2. Guest: Person on premises with tenant's consent.

3. PRIORITY OF USE

- 3.1. Tenant Association. Tenant Association events will be approved by the development Management Office. Management shall not unreasonably deny Tenant Association requests, which shall have precedence over all other requests.
- 3.2. Individual Tenants. Individual tenants will have next priority for use of the hall when there are no previously scheduled events. All tenant requests to reserve the community hall must be placed with the development's Management Office.
- 3.3. FRHA Departments & Programs. FRHA departments and programs will have next priority for use of the hall on a scheduled basis for resident information meetings and social events.
- 3.4. Outside Agencies/Groups. May reserve halls through their Management Office, subject to restrictions:
 - a) No group may use a hall more than once (1) per week without special permission of the Associate Director of Property Management.
 - b) A resident may not reserve for an outside group more than once per week.
 - c) FRHA or tenant needs take precedence over outside reservations.

4. AVAILABILITY

- 4.1. FRHA will only authorize Community Hall reservations for events occurring between 9:00 am and 9:00 pm, Monday through Sunday.
- 4.2. Reservations are limited to four (4) hours, plus one (1) hour prior to start time for setup.
- 4.3. FRHA may modify hours or limit repetitive activities to protect the health, safety, and peaceful enjoyment of the resident community.

5. CODE OF CONDUCT

- 5.1. All activities must comply with lease terms and promote health, safety, and peaceful enjoyment. Prohibited conduct includes:
 - a) No smoking, vaping, alcohol or illegal drugs
 - b) No open flames (candles, etc.)
 - c) No profit-making activities, gambling, or unlawful activity.

- d) No disruptive or loud activity interfering with others.
- e) No excessive volume on TVs, stereos, or electronics
- f) No more than five (5) guests per tenant in non-scheduled use.
- g) Sleeping, napping, or body washing (other than hands).
- h) Pornographic, offensive, or degrading media.
- i) Harassment or intimidation of other tenants.

6. COMMUNITY HALL RESERVATION REQUESTS

- 6.1. *Community Hall Reservation Requests* forms are available at all FRHA Management Offices.
- 6.2. Requests must be submitted in writing to the Management Office no less than seven (7) calendar days in advance.
- 6.3. Tenants must be in good standing with FRHA (rental accounts current) prior to approval.
- 6.4. Outside groups require FRHA approval and may be subject to additional conditions.
- 6.5. Religious services by any one group will be allowed once per month, daytime use only.
- 6.6. FRHA will maintain and post a master calendar of scheduled use.
- 6.7. FRHA Management reserves the right to deny any request for use that is not consistent with FRHA policy, Massachusetts General Laws, or the best interest of the resident community.
- 6.8. Daily tenant use of the halls is encouraged. *Community Hall Reservation Requests* are not required for any gathering of a group consisting of 12 individuals or less.

7. DAMAGES, CLEAN-UP, AND SAFETY

- 7.1. Tenants/Authorized Users are responsible for damages, clean-up, and replacement of FRHA property.
- 7.2. Adherence to fire codes, clear exits, and maximum occupancy limits is mandatory
- 7.3. Authorized Users must abide by the *Community Hall Terms of Use*:
 - a) Respect the shared space and all posted rules of use
 - b) Ensure the event is non-disruptive and safe for all attendees
 - c) Dispose of garbage and remove all items brought in
 - d) Clean the hall after use and return all chairs and tables to their original positions
 - e) Immediately report any damages or incidents to the Property Manager

8. TERMINATION OF USE

FRHA may terminate or deny future reservations if a tenant, group, or agency fails to comply with this policy.

**FALL RIVER HOUSING AUTHORITY
Community Hall Reservation Request**

Please complete all applicable fields below, sign and submit to your Property Manager for review and approval.

TENANT INFORMATION

FRHA Development: _____

Tenant Name: _____ Unit #: _____

Email Address: _____ Phone: _____

Contact Person (if applicable): _____

Name of Organization (if applicable): _____

EVENT DETAILS

Type of Function
[i.e., birthday, shower]: _____

Date (mm/dd/yyyy): _____ Start Time: _____ AM PM

Estimated # Attending: _____ End Time: _____ AM PM

COMMUNITY HALL TERMS OF USE

1. By submitting this request, I **agree** to:
 - a. Respect the shared space and all posted rules of use
 - b. Ensure the event is non-disruptive and safe for all attendees
 - c. Clean the hall after use and return all chairs and tables to their original positions
 - d. Immediately report any damages or incidents to the Property Manager
2. I understand that I am fully responsible for any damages or loss that may occur to the Community Hall during my event, including covering the cost of repairs or replacement of broken items.
3. If the hall is not left in a clean and orderly condition, I agree to cover any maintenance fees incurred for additional cleaning.
4. I understand that the **use of alcoholic beverages or drugs of any kind is strictly prohibited**. Any violation will result in immediate and permanent loss of privileges to reserve the Community Hall for future private events.
5. By signing below, I agree to abide by the terms of use described above.

Tenant Signature

FRHA PROPERTY MANAGEMENT DETERMINATION

By signing below, I confirm that I have reviewed the above request and have rendered the following decision: Approved Denied

Printed Name _____
Job Title

Signature _____
Date