

# MHACY COMMUNITY ROOM USE APPLICATION

The Municipal Housing Authority for the City of Yonkers (“MHACY”) owns eighteen developments throughout the city, and in some of those developments there is a community room. The purpose of this policy is to set standards upon which MHACY residents may apply to use a community room located in their development to host a family event. The rules for the private use of a MHACY community room are as follows:

1. The application to use the room must be completed by a **MHACY resident in good standing, and submitted at least 30 days prior to the event**, unless the intended use is for a bereavement gathering, in which case the MHACY may waive the 30 day requirement.
2. The intended use of the community room must be for a family event and not open to the public. Under no circumstances may a resident host an event in a MHACY community room where the guests are charged an entrance fee.
3. The use of the community room may not exceed 50 people and/or the room’s legal Occupancy Limit, whichever is less.
4. If music is played at the event, the volume must be kept at a level that does not interfere with the quiet enjoyment of the residents residing in the premises.
5. No alcohol may be offered or consumed at the event by the resident and/or the guests.
6. The resident must assume full responsibility for the conduct of his/her guests, and any illegal behavior, or other behavior that is in violation of the terms of the resident’s lease at the party shall be deemed a serious and material breach of the resident’s lease and subject the resident to an eviction proceeding.
7. There are charges, and a deposit required, for the use of the room, which must be paid by Check or Money Order, and are calculated as follows:
  - a. MHACY will assign a monitor to be in attendance at the event. The monitor may not be related to the applicant. **The family must pay \$11.25 per hour in advance for the monitor’s attendance.** The family event may not last longer than 4 hours, and must not continue after 10 p.m., except that the family may request additional time, not to exceed one hour, for set-up/clean-up, which if granted will cost another \$11.25.
  - b. There is a **\$50 use fee, which is collected for the benefit of the site’s Resident’s Association.**
  - c. The resident family must agree to clean up the community room after the event, and leave it in the same condition it was in before the event. In order to guarantee the clean-up, **the family must pay a \$50 clean-up deposit. The Authority shall return \$50 deposit if the room is returned in the same condition it was before the event.** If any damage is caused to MHACY property by the resident and/or his/her guests, the resident shall be solely responsible for paying the Authority for all necessary repairs.
8. Applications will be considered on a first-come, first-serve basis.

APPLICANT NAME: \_\_\_\_\_ CLIENT #: \_\_\_\_\_  
 APPLICANT ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 DATE/TIME OF PROPOSED EVENT: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_  
 PURPOSE OF PROPOSED EVENT: \_\_\_\_\_

**I have read all of the rules associated with the use of the community room, and agree to be bound by them.**

\_\_\_\_\_ (Applicant’s Signature)                      \_\_\_\_\_ (MHACY Staff)                      \_\_\_\_\_ Date

APPLICATION APPROVED BY SITE MANAGER: \_\_\_\_\_ YES \_\_\_\_\_ NO (if no, the reason is as follows): \_\_\_\_\_

HOURLY FEE OF \$11.25 FOR _____ HOURS (\$45/4HRS; \$50/4 ½ HRS/56.25/5HRS) -	\$ _____
EVENT FEE	\$ 50.00
REFUNDABLE DEPOSIT	\$ 50.00
<b>TOTAL AMOUNT PAID TO MHACY VIA CHECK/MONEY ORDER # _____ :</b>	<b>\$ _____</b>

# MHACY COMMUNITY ROOM VERIFICATION FORM<sup>1</sup>

From: \_\_\_\_\_  
(Event Monitor's Name)

To: Patty Duffy

Date: \_\_\_\_\_

Re: Use of Community Room By \_\_\_\_\_ Client # \_\_\_\_\_

On \_\_\_\_\_ (date), \_\_\_\_\_, residing at \_\_\_\_\_  
(Applicant Name) (Applicant Address)

Yonkers, New York utilized the community room at \_\_\_\_\_  
for a private event. I was the monitor in attendance at the event, and report as follows:

1. \_\_\_\_\_ The applicant and his/her guests followed all applicable rules regarding the use of the community room; **or**

\_\_\_\_\_ Damage was caused to the community room during the event, which included the following: \_\_\_\_\_

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**I have notified the site manager of the damage, and submitted all photos that I took upon the conclusion of the event.**

2. \_\_\_\_\_ At the conclusion of the event, the applicant cleaned-up the community room, and request is made that the MHACY immediately return his/her clean-up deposit in the amount of \$50.00; **or**

\_\_\_\_\_ The Applicant did not clean up the community room at the conclusion of the event, and as a result MHACY maintenance staff members were required to clean the area. MHACY should withhold the applicant's clean-up deposit of \$50.00, and advise the applicant in writing of his/her right to challenge that determination through the Authority's Grievance Procedure.

\_\_\_\_\_  
(Signature, Monitor's Name)

\_\_\_\_\_  
(MHACY Manager's Signature)

Residing at: \_\_\_\_\_

Client #: \_\_\_\_\_

Phone # \_\_\_\_\_

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<sup>1</sup> **This form must be completed and signed by the monitor on duty during the event, and signed by manager, and returned within one business day to Patty Duffy via email, fax, or inter-office mail.**