

**HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA  
POLICY ON USE OF HOUSING AUTHORITY COMMUNITY ROOMS  
AND PUBLIC MEETING SPACES IN ITS RESIDENTIAL COMMUNITIES**

A. Statement of Purpose

Use of Community Rooms/Public Meeting spaces that are part of residential communities owned and/or managed by the Housing Authority of the City of Santa Barbara (HACSB) shall generally be restricted to activities that are of significant interest to or involve persons who reside in Housing Authority owned or managed properties; are related to Housing Authority operations and management; or are sponsored by a non profit agency, government entity or a group dealing with education, health, social services, community development or related public welfare issues of interest to a substantial number of Housing Authority tenants.

B. Categories of Activities

1. HACSB Events

Events sponsored by:

- HACSB; or
- A resident group of an HACSB owned/managed property which is formed for the purpose of providing social activities and/or addressing HACSB operations and management AND is open to all residents.

These events are not subject to a use charge or damage deposit, but do require submission of a Community Room/Public Meeting Space Use Application for scheduling and record keeping purposes. The application shall be submitted to and approved by the on-site Resident Coordinator for the property at which the event is to be held prior to the event; or if there is no on-site Resident Coordinator, the application shall be submitted, to HACSB's Central Office at 808 Laguna St., Santa Barbara, CA 93101 and approved by the Authority's Housing Programs Director or Supervisor prior to the event.

2. General Events

Examples of events of this type would be a community health fair, a County or City polling station, and recreation programs sponsored by the City of Santa Barbara or a local non-profit, where the targeted audience includes HACSB residents. Submission and approval of a Community Room/Public Meeting Space Use Application for general and private events is required, and a use charge/cleaning deposit will be imposed when appropriate and approved by the Housing Programs Director or designee.

3. Private Events

Private events are activities sponsored by individual residents, groups of residents, or outside organizations where attendance is not open to the general public. Use or rental of HACSB facilities shall be limited to those private organizations which do not discriminate based on race, gender, ethnicity, national origin, religion, disability, or sexual orientation, and whose activities

are otherwise consistent with the Free Exercise, Establishment and Equal Protection Clauses of the State and federal constitutions and any applicable City anti-discrimination ordinance. Submission and approval of a Community Room/Public Meeting Space Use Application for private events by the Authority's Housing Programs Director or designee is required, and a use charge/cleaning deposit will be imposed where authorized by law.

Individual resident private events are limited to two events in total per month for each community room/public meeting space.

HACSB employees are prohibited from use of the HACSB's community rooms/public meeting spaces for private events.

### C. Insurance

For General and Private events, the community room/public meeting space user will be required to purchase and maintain at its sole cost and expense during the life of the agreement insurance coverage against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the user, its agents, representatives, or employees. Such requirement may be waived by the Housing Authority's Executive Director.

Insurance shall be required when any non-Housing Authority entity or affiliate will use the facility for sale of goods, counseling, medical provisions, and any profession requiring a license or specialized training.

**Such insurance shall include, but not be limited to:**

**i) General liability insurance with the limits of not less than \$1 million. Such insurance shall be primary coverage and not see contribution by the Housing Authority or the development owner. The Housing Authority and development owner, if applicable, shall be endorsed as additional insured with evidence of such on a certificate of insurance or preferably an insurance endorsement.**

**ii) Any licensed professional shall also provide evidence of professional errors and omissions. A certificate of insurance proving such coverage shall be submitted to the Housing Authority before the event.**

**Resident events where participants will consist of the residents and their nonbusiness guest may receive a waiver of the above insurance requirements from the Executive Director.**

**Any business that will do nothing more than inform residents of offsite services may also request a waiver of the insurance requirements by the Housing Authority's Executive Director. The waiver of such insurance will be based on the level of risk of bodily injury, property damage, and/or errors and omissions the event presents.**

### D. Scheduling Priority

Use priority shall be granted in the following order:

1. HACSB Events
2. General Events
3. Private Events: which shall be scheduled only at times when there will be no conflict with categories 1 and 2. There is a maximum of two private events per month per community room.

E. Approval/Denial of Events

HACSB may deny use of a community room/public meeting space to any group whose activity is not consistent with the Statement of Purpose outlined in paragraph A of this Policy, or where the activity involves a prohibitive use or conduct.

HACSB may deny use of a community room/public meeting space for an event that may be interpreted as promoting any particular political organization or party or benefitting, financial or otherwise, a private entity. HACSB shall not unreasonably deny the use of facilities for public activities or events meeting the guidelines contained herein.

F. Procedure for Scheduling Events

An organization, group, or individual desiring to use a HACSB community room or public meeting space in one of its residential communities must submit the Community Room/Public Meeting Space Use Application to the on-site Resident Coordinator or Central Office prior to the event (two weeks prior is recommended) and must obtain prior written approval.

The Community Room/Public Meeting Space Use Application forms are available on-line, from the on-site Resident Coordinator and/or HACSB main office located at 808 Laguna St., Santa Barbara, CA 93101.

G. Conduct and Prohibited Activities

Guests attending any event are expected to stay within the community room/public meeting space and must not loiter or create disturbances in or about the related residential community.

The following activities and conduct are prohibited:

- Activities involving a risk of liability to the HACSB, as determined by the Executive Director or his/her designee. In such cases, the HACSB shall have the option of denying use of its facilities.
- Activities which, in the discretion of the Executive Director or his/her designee, could reasonably be expected to disturb the quiet enjoyment of surrounding residents or neighbors, including, but not limited to, activities during posted quiet hours, live bands, and activities involving the use of sound amplification equipment.
- Activities requiring substantial off street parking except where a parking plan is submitted and approved by HACSB.
- Activities beginning before 8:00 a.m. and/or ending after 9:00 p.m. except where authorized in advance by HACSB.

- Activities which involve participants in excess of the posted occupancy limit for the community room or public meeting space involved.
- Smoking, use or possession of illegal drugs, and use of alcohol, and/or possession of firearms or weapons (other than by sworn police officers) in Housing Authority community rooms/public meeting spaces shall be strictly prohibited.

#### H. Use Charges and Damage/Cleaning Deposits

Upon approval of a Community Room/Public Meeting Space Use Application, and where applicable, a use charge and deposit shall be paid prior to the use of a HACSB facility to which this policy applies. Said amounts shall be set by Resolution of the Housing Authority Commission and may be amended from time to time at the Commission's sole discretion. Payment of use charge and damage deposit shall be made in two separate checks made payable to the Housing Authority of the City of Santa Barbara. Such fees may be waived by the Housing Authority's Executive Director upon a showing of good cause.

Individuals or groups using a community room/public meeting space for general or private events will be responsible for ensuring that the room is clean and in order immediately after their event. After each event, HACSB staff shall inspect the facility and determine whether, as a result of the event, there is any damage, missing items, or if any special cleaning is required. Charges for damage, theft, or extraordinary cleaning will be deducted from the deposit. Charges in excess of the deposit will be billed to the individual or group who rented the room. Determination of the amount of deposit to be refunded shall rest with the Housing Authority's Executive Director or his/her designee.

#### I. Permit Revocation

1. Final approval of any HACSB facility use permit is subject to compliance by applicant with all other applicable permit requirements or approvals, including but not limited to Police Department Special Events Permit, City Business Tax Compliance Permit and County Health Permit. Responsibility for obtaining all necessary approvals shall rest solely with the applicant.
2. HACSB may revoke any permit issued based on false or misleading information, or when the applicant exceeds the use and/or limits of the permit.
3. Failure to comply with all applicable rules, regulations and conditions of a permit, or false or misleading information provided to obtain a permit may be grounds for refusal of future permits.

#### J. Supplemental Rules and Regulations

The Executive Director is hereby authorized to adopt such additional, supplemental rules as may be necessary to protect HACSB, its property, and/or participants in activities at its facilities as (s)he determines necessary.



APPLICATION FOR USE OF COMMUNITY ROOMS AND PUBLIC MEETING SPACES

Table with columns: REQUESTED FACILITY: (check one below), No. of attendees, Event Date(s), Event Hours: (From: am/pm, To: am/pm). Includes facility options like Artisan Court Community Room, Bradley Community Room, etc., and event types like Open Community Event, Non-Profit Agency Event, etc.

Requested By: \_\_\_\_\_ Name of Agency/Group/Individual
Contact Person(s): \_\_\_\_\_
Contact Phone/Ext. \_\_\_\_\_ Contact Email: \_\_\_\_\_

Statement of Understanding and Hold Harmless

Applicant hereby agrees to hold harmless, defend, and indemnify the Housing Authority of the City of Santa Barbara (HACSB) and its officers, employees, and agents for loss, damage, injury, liability, cost, or expense arising from the use or occupation of the facility and equipment. I further acknowledge that I have received a copy of HACSB supplemental rules for use of Community Rooms and Public Meeting Spaces and certify that I have read, understand, and agree to comply with said rules, policies, fees, and requirements pertaining to the use of these facilities.

Signature of Agency/Group/Individual \_\_\_\_\_ Date \_\_\_\_\_

BELOW FOR OFFICE USE ONLY

Insurance Required? [ ] Yes [ ] No If yes, proof of insurance recd? [ ] Yes [ ] No

Room Use Deposit Received (non-refundable): \$ \_\_\_\_\_

Damage/Cleaning Deposit Received (refundable upon inspection after event): \$ \_\_\_\_\_

Approved/Deposit Received by (if fees will be waived, indicate "waived or N/A" above): \_\_\_\_\_

HACSB Staff Name (print) \_\_\_\_\_ HACSB Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA**  
**Supplemental Rules and Regulations**  
**For Use of Community Rooms and Public Meeting Spaces**  
**In Its Residential Communities**

1. Authorized individuals or groups shall agree to comply with and accept all policies, rules and regulations pertaining to the use of the property of the Housing Authority of the City of Santa Barbara (HACSB). Any violations of said policies, rules and regulations shall be cause for permit revocation and immediate departure from facilities. Authorized individuals or groups shall be solely responsible for the conduct of members or participants (including individuals entering the area whether considered a member affiliate or not) in any activity authorized to be held in any Housing Authority facility and agree to limit admission to stated capacity of the area/facility; and for the use of all properties, equipment, or other resources thereon; and shall agree to be responsible for any damages or mistreatment of any part of the facilities or equipment as indicated on the Permit to pay the cost of any repairs or replacement thereof.
2. Permits for use of Housing Authority facilities are not transferable.
3. Housing Authority is not responsible for any lost or stolen articles or injuries caused by participants
4. Housing Authority reserves the right of full access to all activities at any time in order to ensure that all rules and regulations are being observed.
5. Improper group or individual conduct or use of a Housing Authority facility may be a basis for denying future permits.
6. Bounce houses, portable heat lamps, and portable toilets are strictly prohibited.
7. Smoking, use or possession of illegal drugs, as scheduled by the federal government, and use of alcohol on Housing Authority premises shall be strictly prohibited.
8. Firearms and other weapons on or about the Housing Authority property are strictly prohibited.
9. Activities which, in the discretion of the Executive Director, could reasonably be expected to disturb the quiet enjoyment of surrounding residents or neighbors, including, but not limited to, activities during posted quiet hours, live bands, and activities involving the use of sound amplification equipment are prohibited.
10. Authorized individuals or groups shall immediately report to the on-site Resident Coordinator or to other Housing Authority staff, any irregularities, serious problems, or emergencies related to the use of the authorized facility.
11. All activities must not begin before 8:00am. All activities must end by 9:00pm, unless Housing Authority's written authorization is granted before the event for a longer period of usage.
12. No equipment or furnishings (tables, chairs, picnic tables, etc.) shall be removed from the premises of indoor or outdoor facilities without permission of the on-site Resident Coordinator or other authorized Housing Authority staff. Indoor and outdoor decorations must be discussed and approved when use application is submitted. Groups using kitchen facilities shall furnish their own dishes, silverware, cooking utensils, towels, soap, etc. unless otherwise requested and approved. Authorized individuals or groups granted use of kitchen facilities shall agree to leave the kitchen in a clean and orderly condition,

including all trash and garbage removal. Any discharge of fire extinguishers must be reported to the on-site manager or other Housing Authority staff so they can be recharged.

13. Final approval of Housing Authority facility use permit is subject to applicant obtaining any other required permits or approvals, as appropriate, including (but not limited to) Police Department Special Events Permit, City Business Tax Compliance Permit and County Health Permit.
14. Housing Authority use permit may be revoked or deposit retained at any time the permit application is found to contain false or misleading information or when applicant exceeds the stated use and limits of the permit.
15. For General and Private events, the Community Room/Public Meeting Space user may be required to purchase and maintain at its sole cost and expense during the life of the agreement insurance coverage against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the user, its agents, representatives, or employees. Such requirement may be waived by the Executive Director. Insurance shall be required when any entity will use the facility for sale of goods, counseling, medical provisions and any profession requiring a license or specialized training.

Such insurance shall include, but not be limited to:

- i) General liability insurance with the limits of not less than \$1 million. Such insurance shall be primary coverage and not see contribution by the Housing Authority or the development owner. The Housing Authority and development owner, if applicable, shall be endorsed as additional insured with evidence of such on a certificate of insurance or preferably an insurance endorsement.
- ii) Any licensed professional shall also provide evidence of professional errors and omissions. A certificate of insurance proving such coverage shall be submitted to the Housing Authority before the event.

Resident events where participants will the residents and their nonbusiness guest may receive a waiver of the above insurance requirements from the Executive Director.

Any business that will do nothing more than inform residents of offsite services may also be waived of insurance requirements by the executive director.

The waiver of such insurance will be based on the risk of bodily injury, property damage, or errors and omissions.

16. HACSB may deny use of a community room/public meeting space for an event that may be interpreted as promoting any particular political organization or party or benefitting, financial or otherwise, a private entity. HACSB shall not unreasonably deny the use of facilities for public activities or events meeting the guidelines.

*I acknowledge by my signature below, that I have received a copy of the Housing Authority of the City of Santa Barbara Supplemental Rules for Use of Community Rooms and Public Meeting Spaces and certify that I have read, understand, and agree to comply with said rules, policies, fees, and requirements pertaining to the use of these facilities.*

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Signature of Agency/Group/Individual

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Date

SCHEDULE OF FEES FOR  
USE OF COMMUNITY ROOMS AND PUBLIC MEETING SPACES IN RESIDENTIAL COMMUNITIES  
HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA

Upon approval of a Use Application, the following charges and deposits must be paid prior to the use of a Housing Authority community room/public meeting space in a residential community owned and/or managed by the Housing Authority unless otherwise exempt or waived.

Community Rooms/Public Meeting Spaces

\$30.00 non-refundable use charge, plus a \$50 refundable damage/cleaning deposit (to be fully refunded if no damage is incurred and/or special cleaning is not required).

Authority to determine whether any damage or special cleaning resulted from use of the Community Room/Public Meeting Space will rest with the Executive Director or his/her designee.

Checks shall be made payable to Housing Authority of the City of Santa Barbara. Two separate checks should be submitted: One for the use charge and one for the damage/cleaning deposit.

The Executive Director (or his/her designee) is authorized to waive the above charges in cases of:

1. Special Need (as deemed appropriate by the Authority)
2. Where the applicant can demonstrate to the satisfaction of the Authority that payment of the fee(s) is a significant hardship; or
3. The applicant can demonstrate that the otherwise non-exempt event is of significant benefit to Housing Authority residents.