

## Policy on Use of Housing Authority Community Rooms and Public Meeting Spaces (Limited Public Forum)

### I. **Purpose of Community Rooms and Spaces**

All community rooms and spaces owned and/or operated by the Housing Authority of the City of Santa Barbara (HACSB) are governed by this policy.

The community rooms and spaces owned and/or operated by HACSB are designated as limited public forums; they are open to the public as discussed in this policy, but only to certain groups and/or for the discussion of certain topics. Generally, community rooms and spaces are intended to support resident needs and HACSB's mission. As discussed below, these spaces are available for specific purposes that HACSB has determined align with its mission and resident needs, such as providing services to residents.

In part, this policy is designed to prevent/avoid disruption (both to HACSB in carrying out its mission and residents), favoritism, and the alienation of residents; foster and promote a positive, welcoming and inclusive housing community; and ultimately maximize the likelihood of success in HACSB carrying out its mission.

### II. **Permitted Uses**

Community rooms and spaces are open for the following categories of events and activities:

- A. *Housing Authority-Sponsored Events:* Events organized or sponsored by HACSB. Examples include staff meetings or trainings, supportive service for residents (such as mental health counseling, food distribution, employment assistance, tenant's rights education, and health screening), public meetings, and initiatives consistent with HACSB's mission.
- B. *Government Agency/Department, Community Group, and Nonprofit Organization Events:* Activities or events hosted by government agencies (including, but not limited to, local and state agencies/departments), community groups, and nonprofits that align with the Housing Authority's mission to create affordable housing and provide supportive services for residents (such as mental health counseling, food distribution, employment assistance, and health screenings).
- C. *Service Provider Programs:* Programs or services offered by external agencies, government organizations, or specialized partners that directly relate to providing supportive services for residents, including, but not limited to, mental health counseling, food distribution services, employment assistance, health screenings, and tenant rights education.

In all cases, the organizer(s) of such events must demonstrate that their events and activities align with the Authority's mission and this policy.

### III. **Prohibited Uses**

Community rooms and spaces may not be used for:

- A. *Private Events*: Events and activities, such as personal celebrations, parties, or gatherings that are not open to all HACSB.
- B. *Religious Activities*: Purely religious activities or events, such as, but not limited to, worship services, religious instruction, prayer groups, religious ceremonies, and other events that promote a particular faith.
- C. *Commercial Activities*: Profit-generating activities or events, such as, but not limited to, the sale of goods or for purposes involving financial gain to an individual or entity, unless specifically approved by HACSB as part of a supportive service for residents.
- D. *Political Campaigning*: Political events or activities, such as, but not limited to, rallies or town hall forums, that are designed to promote a specific political candidate, group of candidates, or political parties.

In addition to the prohibited uses above, HACSB reserves the right to deny an event/activity application, or otherwise prohibit uses, consistent with state and federal law, including, but not limited to, laws relating to the restrictions placed on limited public forums.

### IV. **Scheduling Priority**

Events and activities are scheduled based on the following priorities:

- A. HACSB-Sponsored Events have the highest scheduling priority.
- B. Government Agency/Department, Community Groups, and Nonprofit Organization Events.
- C. Service Provider Programs.

### V. **Application and Scheduling Procedures**

- A. *Application Process*: With the exception of HACSB organized events and activities, all desired uses of community rooms and spaces are subject to the following application process.  
Application Process: Individuals or organizations interested in using the community rooms must complete a reservation form at least two weeks before the desired event date. The application must include, at a minimum, a description of the event (e.g., how the space will be used), the expected number of attendees, required resources needed or desired from

HACSB, and contact information. Upon the request of HACSB, individuals and organizations must provide any additional information requested to process the application and/or confirm that the event/activity complies with this Policy.

- B. *Review and Denial/Approval:* HACSB will review all applications to ensure that events align with this policy. Events will be approved or denied based on available space, compliance with this policy (including, the likelihood that the event has the potential to result in a violation of this policy), and scheduling priority.
- C. *Confirmation:* The approval or denial of an application will be communicated to the applicant once the application is reviewed. If the event is approved, a confirmation will be sent to the applicant once the required fees or deposits are submitted.

## **VI. Fees and Deposits and Insurance**

- A. *Nominal Use Fee:* HACSB may charge a nominal fee for use of HACSB rooms to cover utilities, maintenance, insurance, and cleaning. Fees may vary depending on the nature of the event.
- B. *Damage/Cleaning Deposit:* Organizers may be required to provide a refundable deposit to cover potential damages or cleaning needs, which will be returned if the room is left in original condition.
- C. *Insurance:* HACSB may require that the organizer obtains insurance for the event or activity that is satisfactory to HACSB and add HACSB as an additional insured.

## **VII. Prohibited Conduct**

The following conduct is prohibited in community rooms and spaces:

- A. *Disruptive Behavior:* Activities that generate excessive noise, present health or safety risks, or disrupt residents and/or neighbors.
- B. *Illegal Activities:* Any conduct that violates, or may result in the violation of, local, state, and federal laws or regulations.
- C. *Damage to Property:* Conduct that may or does damage property. Organizers are responsible for preventing property damage and may be held liable for repair or replacement costs if damage occurs.
- D. *Discriminatory Behavior:* Any activity that discriminates based on race, gender, religion, national origin, disability, or any other protected status.

- E. *Drugs/Controlled Substances/Smoking*: Consumption of drugs, controlled substances, and alcohol. Additionally, smoking of any substance inside HACSB property is strictly prohibited.

**VIII. Permit Revocation**

The PHA reserves the right to revoke permission for room use if:

- A. The event organizer misrepresents the nature of the event or fails to comply with the terms outlined in this policy.
- B. The event or activity poses, or HACSB determines the event or activity may pose, a threat to safety or disrupts the residential community or neighbors.
- C. The organizer or attendees engage in, or HACSB determines the event or activity may result in, prohibited conduct or activities or does or may violate this policy.

**IX. Additional Rules and Regulations**

- A. *Supplemental Requirements*: HACSB may impose additional rules or requirements depending the facts and circumstances of the event or activity, such as the nature or size of the event. Such rules or requirements, may include, but are not limited to, requiring security at the organizer's expense, limiting attendance, or arranging room setup.
- B. *Policy Review*: This policy will be reviewed periodically to ensure the community spaces and rooms meet the changing needs of residents and remain in line with HACSB's missions.