



39 OAK STREET
PLATTSBURGH, NY 12901-2810

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Executive Director

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Use of Facilities Application

Name of Resident accepting responsibility for use of room _____

Date(s) of Usage _____ Hour(s) of Usage: from _____ am/pm to _____ am/pm

Purpose _____

- Facility Requested
- Lakeview Towers
 - Robert Long Apartments
 - Sterns
 - Russell Barnard Apartments
 - McGaulley Avenue

Rules and Regulations on Use of Facilities

1. ALL non-resident vehicles must be parked in the street. The parking lots are for Plattsburgh Housing Authority residents only.
2. NO alcoholic beverage (beer, hard liquor, wine, etc.) may be used in any community room space.
3. No alterations are to be made to any Plattsburgh Housing Authority community room space, property or equipment.
4. All rooms are to be left in an orderly fashion when vacating after use. All windows are to be closed. The floors should be swept and left free of debris. The stove and refrigerator should be left clean and all tables and chairs should be free of debris and damage. Resident is responsible for the removal of all trash generated.
5. If the room requires additional cleaning, trash removal, or repairs after use, the Plattsburgh Housing Authority will charge the resident the cost for cleaning or replacement supplies, a trash removal fee, and labor at an hourly rate equal to employee contract rate plus benefits.
6. Children are to be supervised at all times and not to be alone.
7. Only the room requested is to be used and not other parts of the building.
8. Violation of any of the above regulations will result in the denial of future requests for use of the community room space.
9. The use of the community room space is permitted only by approval of this application and may be revoked by the Plattsburgh Housing Authority at any time without notice.
10. Using individual or organization must adhere to rules applicable to space for which it is granted.
11. Residents of the building are allowed to enter and use the room at all times when the room is signed out for resident benefit. A private use sign will be posted on the community room doors when Management so designates.
12. Keys are to be returned to the main office the 1st business day following the usage date. Failure to comply could result in fees charged for lock replacement.

I/we have read and agree to the above rules and regulations. I agree to reimburse the Plattsburgh Housing Authority for any damage or loss through any non-observance engaged in by myself or guests, which may be incurred through the granting of this application. I understand that any violation will result in the denial of future requests for the use of the community room space.

Signature of Resident

Date

Address

Telephone

PHA Use Only:

Approved

Date