



## **RED WING HOUSING & REDEVELOPMENT AUTHORITY**

**428 WEST FIFTH STREET, RED WING, MN 55066**

TELEPHONE (651) 388-7571 FAX (651) 385-0551

TDD/TTY 711 WWW.REDWINGHRA.ORG

### **Group Activity and Room Use Policy for Jordan Tower I & II**

The HRA has limited space and limited financial resources to devote to tenant activities that a resident may want to pursue. There is a myriad of activities that could be proposed by tenants for the use of common space. Consequently, activities are or could be competing for the same room space as well as monetary resources. Activities are strongly encouraged by the HRA but are not a right.

The HRA will accept and review requests for space by individuals, groups, organized clubs and councils. The merit of proceeding with authorizing space will be determined by the number of participants, the organization of the participants, the willingness and ability of the participants to manage the activities, including the intent to provide financial resources, the physical and monetary ability of the HRA to provide the space, including considerations of building modifications and health and safety issues relating to the activity. If a proposed activity competes with an existing activity for space and time, the existing activity will be given a preference. No activity may exclude any resident of the Towers from participating that discriminates against the protected classes.

What is a group activity?

- There are regularly scheduled meetings.
- The membership consists of at least 3 or more tenants.
- Each group activity needs to complete and submit the application to the HRA for review. This request will be reviewed as staff time allows.
- Each group contributes to the Jordan Tower community.
- Group has a mission and a purpose.

Priority for time and space goes to:

- The number of people being served by this group and also the number of members of group.
- The contribution back to Jordan Towers and the tenants.
- Existing groups have priority over new groups.
- The reasonableness for HRA to accommodate for space.
- The group's ability to financially support itself.
- All activities should take place in consideration of Jordan Tower's quiet hours.
- HRA reserves the right to take back any room space for purposes they deem necessary.

#### Storage for groups:

- Storage will be given with consideration of the reasonableness for the HRA to be able to accommodate the space available.
- Only group materials or items which are approved by the HRA for that space can be stored.
- HRA will not be responsible for lost, stolen, or damaged items.
- No hazardous or flammable substances or equipment to be stored in approved location.
- HRA reserves the right to take back any storage space for purposes they deem necessary.
- HRA will dispose of abandoned property as it deems proper without compensation to the group.

#### Procedure to apply for group activity and room use:

- Complete and submit application to HRA staff
- Application must include a request for any special equipment needed (tables, chairs, etc.)
- HRA staff will review as time allows
- Once it passes first review, the request will go to Resident Council for their endorsement and feedback
- HRA staff will do final review and the leader of the group will be notified of the final decision.
- Application must designate a contact person for all communication.
- Group must designate how it will support itself financially and how financial transactions will be handled. The HRA will not handle any financial transactions for the group.

#### Requests for additional space:

- Additional space will only be granted as space comes available.
- There cannot be any financial hardship on the HRA for the space.
- The request needs to be in writing and submitted to HRA staff.
- The request will be reviewed with list of priorities previously described.

HRA requests that any group activity keep HRA informed if there would be any dissolution of the group and also if they are no longer needing storage space that was granted to them.

The HRA will respond to all requests and reserves the right to reject any proposal that does not meet the above criteria. Any other concerns about group activity and room use which is not addressed in this policy will be addressed on a case by case basis.

#### External Requests by outside group activities or individuals reserving a room for a party:

- The HRA will not charge an external group that comes in and benefits the tenants.
- These groups will have to fill out the application.



## **RED WING HOUSING & REDEVELOPMENT AUTHORITY**

**428 WEST FIFTH STREET, RED WING, MN 55066**

**TELEPHONE (651) 388-7571 FAX (651) 385-0551**

**TDD/TTY 711 WWW.REDWINGHRA.ORG**

- If someone has an outside group which pay to rent the room, they will have to follow the procedures in renting a room. This party would have to choose a time that isn't already booked by other groups or parties.
- Any individual tenant which wishes to reserve a room would have to follow the procedures in renting a room and couldn't choose a time already taken by another group or party.
- Any political parties or affiliations would need to abide by the HRA's policy on political campaigning.