

Elgin Station Operational Policy for Businesses

Statement of Purpose

The purpose of Elgin Station is to provide a pleasant and convenient facility for the primary use by the residents of the Gateway Crossing rental housing developments, and to carry out meetings and programs that enhance the quality of life throughout the community.

Elgin Station is available for public and private gatherings of a civic, cultural, educational or recreational nature. No religious services or partisan political activities may be held in any area. The fact that a group or individual is permitted to use the facility in no way constitutes endorsement of their policies or beliefs.

The Management Office is for use by the management company for Gateway Crossing to effectively carry out the day to day activities of managing the community.

The general office area located on the second floor is for the use of designated community organizations.

Management of the facility

A Committee has been established to advise Management on the operational policies of Elgin Station and to review applications for use of the facility.

The Committee and Management reserve the exclusive right to deny any application or to withdraw approval for any event previously approved. One main purpose of the Committee is to ensure that the facility is used prudently and safely for the optimal benefit of the community.

Hours of Operation

Monday through Friday 8:00 A.M. till 9:00 P.M.

Saturday 9:00 A.M. till 5:00 P.M.

Sunday 1:00 P.M. till 5:00 P.M.

301-766-7968

The Multi-Purpose room will not be available for special events during any holiday observed by the Housing Authority and in the event of inclement weather, all events are automatically cancelled.

Application for Use

Any individual or organization wishing to use Elgin Station must complete an application. *The application must be returned to the Committee at least seventy-two (72) hours before a small routine event or at least fourteen (14) days prior to a special event.* The facility is set-up to easily accommodate small routine events. These events are defined as groups of less than twenty-five (25) people who wish, for example, to use a meeting space, reserve the computer lab, or use the basketball court for a game or practice. A “special event”, which requires application at least fourteen (14) days in advance, is defined as any gathering of more than 25 persons such as a community meeting or party which may require special preparation, set-up, and monitoring.

Regularly scheduled or “standing” events or meetings require additional notice discussed below.

Scheduling and use of the facility will be allowed and prioritized based on the perceived and actual benefits expected to accrue to the residents of Gateway Crossing as a whole. Activities that are available to *all* residents take precedence over activities scheduled by individuals for personal reasons.

Scheduling of the facility will be kept on a public calendar subject to the following order of priority:

1. Regularly scheduled meetings and events sponsored by established organizations that serve the Gateway community. Such activities should be requested a minimum of three (3) months in advance to insure availability. Note: see first paragraph of this section regarding the *minimum* notice for one time or periodic meetings of less than 25 persons.
2. One time use by persons that are not residents of the Gateway Crossing developments or one time use by an established organization that does not directly serve the Gateway Crossing community. Such activities should be requested a minimum of four (4) months in advance.
3. Other periodic events or classes. Such activities will be scheduled subject to availability and minimum notice requirements previously discussed.

The Committee and Management reserve the exclusive right to deny any application or to withdraw approval for any application that was previously approved.

Proposed changes to an application must be made forty-eight (48) hours in advance of an event. No changes may be implemented without approval.

In the event of cancellation, the applicant must give the facility twenty-four (24) hours notice. If after hours, call 301-766-7968 and ask call center to speak with on call person. Failure to do so may jeopardize future bookings and possible forfeiture of deposit.

The responsible party agrees to pay for all damages to any property of Elgin Station resulting directly or indirectly from the conduct of anyone present at the activity.

Activities which may conflict with regularly scheduled functions will not be permitted.

The applicant has the right to appeal a decision made by the Committee. A meeting will be held with the appropriate parties in an effort to resolve any appeals or complaints about the decisions of the committee.

Organizations or persons who fail to abide by these regulations may be denied further use of the facility.

The Committee reserves the right to amend these regulations at any time and from time to time, and to limit the number and frequency of activities.

All applicant are to be eighteen (18) years of age or older.

Use of the Facility

At the time of application, a copy of the facility's regulations will be given to the applicant or an authorized representative. If the application for use is approved, the applicant or responsible party must sign an agreement that all regulations will be adhered to. The responsible party assumes personal responsibility for ensuring that the approved space is used for the stated purpose and that the premises are left clean and in good repair. The responsible party and/or any organization using the facility will be held accountable for any misuse of or damage to the facility including its fixtures and equipment. The responsible party will also be held accountable for leaving all areas clean and free of debris. The responsible party will be responsible for making sure all furniture is clean and placed in its original location, in addition to assuring that doors and windows are closed and locked.

The applicant must also be prepared to remain ten (10) minutes after the event to perform an inspection. The person responsible for the facility is not to leave the building unattended at anytime or before the maintenance persons returns to inspect and lock the building.

Activities must be confined to the approved areas.

Any common sidewalks, driveways, or passageways shall not be obstructed or used for any purpose other than entrance to and exit from the facility. Aisles and exit doors must be kept clear at all times.

Children under the age of twelve (12) may not be in the facility unsupervised. Small children must be closely supervised by an adult at all times. Jumping and climbing on furniture is prohibited.

No food or drink is allowed in the gym or in the common areas or hallways at any time.

No party confetti on tables or floors.

No smoking or alcoholic beverages are allowed in any area.

Taping or in any way attaching signs, posters or other materials to the walls is expressly prohibited.

There are no refrigerators or freezers available for public use.

The sale of merchandise is strictly prohibited. Only free literature may be distributed by those already approved for ongoing use of Elgin Station. All other groups and individuals wanting to distribute literature must get prior approval from the management of Elgin Station.

Food may be brought in only during the time scheduled for the use of the area. However, if any cooking will be done on the premises this must be disclosed at the time of completing the application and such preparation must be approved by the Committee. All food must be removed from the premises at the end of the event and all areas used are to be cleaned. **All cleaning supplies and materials are to be furnished by the user.**

Baseball, football, and other ball games except for basketball (if the court is provided) are prohibited in the common areas. No type of ball playing against walls is allowed. Damage caused by said activities shall be the responsibility of the user.

Noise must be kept to a minimum at all times and all noise ordinances of the City of Hagerstown must be obeyed. Any equipment approved for the event must be kept *inside* and confined to the approved area. At no time is there to be outdoor equipment (i.e. Microphones, speakers, megaphones, etc.) unless specific approval has been given for an outdoor event that requires such equipment.

The use of any equipment is strictly prohibited without prior written approval from Elgin Station Management. Use of electrical or other equipment must conform to standard fire and safety standards. Generally, only standard audio-visual equipment will be allowed. The following equipment is strictly prohibited at all times: pyrotechnic equipment, fog/smoke machines, any type of machine designed to emit sparks, fire, smoke, fog, or any other substance that could be a fire/safety hazard or that may impair vision in case of an emergency. Also prohibited are any machines, equipment, or toys that project or catapult objects into the air. Organizations or persons using an area must provide a qualified operator for any approved equipment that is used. Extension cords are not permitted.

If anyone is found acting inappropriately in any area of the facility, he/she will be asked to leave and may be barred from the facility.

Weapons of any kind: real or fake are strictly prohibited. Any suspicion of weapons possession will result in Police involvement and the person(s) involved will be barred from the facility.

Animals are not permitted in or around the building unless they are service animals belonging to a person with a disability (for example, a guide dog belonging to a person who is sight impaired).

Cost

Each user will be assessed a pre-determined cost associated with utilities, maintenance, staff, rubbish removal, and wear and tear. The expense is based on length of use: \$175.00 for a half day (up to four hours) and \$250.00 for a whole day (up to eight hours). The sole purpose of the expense is to defray the cost of operation. Payment is due and payable upon approval of the Application for Use.

Refundable security deposit

There is also a \$100.00 fully refundable custodial/damage deposit for use of the facilities. The deposit is due and payable upon approval of the Application for Use. The purpose of the deposit is to defray any potential cost associated with maintenance or repairs that may result from the misuse or neglect of the assigned space. Each user is expected to leave the space clean and undamaged. If any damage exceeds the amount of the security deposit, the user will be billed and payment is expected within ten business days.

Reasons why your deposit may not be returned include but are not limited to the following;

1. Leaving the building unattended at any time or leaving prior to the maintenance persons returning to inspect and lock the building.
2. Using areas or equipment not requested and/or approved.
3. Trash left behind or not leaving the building in the same condition as it was found.
4. NO Party confetti on tables or floors.
5. Arriving later than time requested or not showing.
6. Failure to cancel party in 24 hours.
7. Requesting maintenance staff to come early.
8. Failure to leave at time on application.
9. Windows or doors are left open and/or unlocked.
10. Furniture was not left in its original location.

Computer Room Policy

The computer room is designed for group and individual use and instruction. Use of the room must be pre-approved by Elgin Station Management and Committee review. The computer room is available for special use only.

Scheduled classes have priority over all other uses

Persons must be fourteen (14) years old or older to use the computers unless a formal program is offered by a qualified instructor.

Use of the computers for private business or commercial activities (except where such activities are otherwise permitted or authorized under the policies) is prohibited.

Technical rules governing use of the room

Limit of one person per computer

Computer games are not allowed

Modification of hardware and software configurations is prohibited. This includes modification of the settings and configuration of printers and modification of system software.

Software license agreements and copyright laws are strictly enforced. Copying licensed software from a workstation hard disks or file servers is a violation of federal copyright laws.

External devices such as zip drives; hard drives, cameras and scanners cannot be connected to workstations.

Computer hardware, equipment, or books are not to be removed from the computer room

Installing unauthorized software is prohibited.

Users must not save files on the hard drive. All files must be saved on a removable disk.

Users must supply their own paper for all printing unless printing is required as part of a supervised class.

The computers must not be used to pursue, display, or transmit any obscene or lewd images or text

Rules of conduct while using the room

The atmosphere of the Computer Room is expected to be similar to that of a library: reasonably quiet with each user being respectful of the other's desire to work in a calm, noise-free environment.

Disruptive behavior is prohibited.

No loud group conversations or music. No disruptive behavior. No obscene language.

Food, drink, and chewing gum are strictly prohibited.

All smoking is strictly prohibited.

All computers and furnishings must be left in their original place

Each user must log-out before leaving.

No soliciting allowed.

Other

No animals, except those certified to assist a disabled individual.

Internet connection is addressed in a separate set of guidelines.

The Management of Elgin Station reserves the exclusive right to remove any individual or group that is not following the technical rules or rules of conduct rules governing use of the computer room. Management also reserves the right to bar any group or individual from future use of the room.

Gymnasium

Only organized activities that are suitable for the gym area are allowed.

No balls are to be thrown against the walls or deliberately thrown towards the ceiling.

All balls and other equipment are to be kept away from ceilings, lights and other electrical equipment.

No balls are to be bounced or played with in halls or other areas.

Having been approved for area use in the Center that did not include the gym does not give authorization for use of the gym.

Kitchen and Multiuse Room

The time needed to thoroughly clean the kitchen and multipurpose room must be considered in the user's application as part of the allotted time for the event.

All users are responsible for leaving the areas as they were found: clean and in order.

Users are not permitted to remove any equipment or furnishings. Any equipment brought in by users must be removed immediately after the allotted time ends.

There is to be no food or food residue left on the counter, stovetop, oven, sink or floor. Floors must be swept or mopped and all table tops, sides, and undersides are to be cleared and wiped clean. All chairs are to be cleared and wiped down thoroughly after each event.

No utensils or supplies that are located in the kitchen are to be used or removed.

All trash must be placed into a trash bag, tied, and disposed of the same day. All trash must be placed in the dumpster or taken with the user.

Any persons under the age of eighteen (18) using the kitchen area must be supervised by an adult.

Parking Area

Users of the Center shall not permit their employees or their guest to be parked in areas other than those designated specifically as parking areas and will obey all posted signs.

The maintenance, washing, waxing, or cleaning of vehicles in the parking areas is prohibited.

Users of the Center shall be responsible for seeing that all of its employees, agents, and guest comply with the applicable parking rules, regulations, laws, and agreements.

Any vehicle not parked in a marked area shall be towed at vehicle owner's expense.

No overnight parking shall be permitted without prior consent.

Visitors of the center shall not leave their vehicle unattended while the vehicle is running.

Vehicles parked in unmarked parking areas for the sole purpose to drop off or pick up persons or items will do so in a timely manner. Once the aforementioned chore has been accomplished the vehicle shall be promptly moved.

During normal working hours-Monday – Friday 8:00 a.m. – 4:30 p.m., please encourage your employees, agents and guest to use the rear parking lot and enter through the rear doors.

Use of the facility Monday - Friday allows for use of no more than thirty (30) parking spaces.

The Center will not be responsible for any damage to vehicles, injury to persons, or loss of property, all of which risks are assumed by the party using the parking area.

Disclaimer

The Housing Authority of the City of Hagerstown, Gateway Crossing Housing Partnership, LLC-I, Gateway Crossing Housing Partnership, LLC-II, Gateway Crossing Housing Partnership, LLC-III, Gateway Crossing Housing Partnership, LLC-IV, Gateway Crossing Homeownership, Inc., Pennrose Management Company, and their successors and assigns (collectively the “Entities”) assume no liability or responsibility for injury or damage to the person or property neither of anyone attending meetings or events nor of anyone in connection with an organization or individual sponsoring a meeting or event and all users of Elgin Station hereby agrees to release all claims against the Entities and to indemnify, defend and hold the Entities harmless from and against any and all liabilities, claims, demands, actual losses, damages, costs and expense (including, without limitation, reasonable attorneys fees' and court costs) suffered or incurred by any of the Entities as a result of or in connection with any activities of any user or anyone claiming through any such user with respect to the Elgin Station facility.