

## **Walter Self Senior Apartments Resident Building Use Policy**

The Town of Lyons has been delegated responsibility for the scheduling and proper utilization of the Walter Self Senior Apartments Resident Building by the Executive Director of the Boulder County Housing Authority. Residents should feel at home in their use of the building. BCHA encourages the use of the facility for the benefit of the senior's who reside in the Town of Lyons. To this end, the views of the residents will be sought and shall hold extraordinary weight in the management and administration of the Resident Building.

The following rules and policies apply to all users of the Walter Self Resident Building (WSRB):

**MAXIMUM OCCUPANCY:**            **Fifty (50) people for the "Main Floor" and forty-nine (49) people "Lower Level".**

**MAXIMUM HOURS OF OPERATION:** 8:00 a.m. through 10:00 p.m. seven days per week

**CONDITION OF THE WSRB:**    The Resident Building *must* be left in a clean and orderly condition. Any trash generated must be removed. The kitchen area and tables must be wiped down and cleaned. The kitchen floor and the floor of the common rooms must be free of debris. At a minimum, the individual/organization shall sweep and vacuum the areas used.

**PRIORITIES FOR USE:** No one under the age of eighteen (18) years of age may schedule the use of the WSRB. In assigning the use of the Resident Building, the following priorities are established:

### **1st Priority – Residents of the Walter Self Senior Apartments**

- The Resident Building is considered an extension of the resident's living space and as such, the residents who reside at the Walter Self Senior Apartments shall have first priority for the use of the Resident Building.

Residents of the Walt Self Senior Apartments are exempt from the security deposit requirement if the use of the building is for resident purposes only. Any damages incurred during resident use will be charged to the resident. No Rental Fee Required.

### **2nd Priority – Organizations/Individuals Assisting Residents of the Walter Self Senior Apartments or the older adults who reside in the Town of Lyons**

**Examples of these organizations include:**

- Walt Self Resident Committees, Senior Advisory Groups, non-profit organizations serving older adults, Boulder County Aging Services, Lyons Senior Advisory Council, Lyons Golden Gang, and GAP are all examples of such organizations.
- This also applies to individuals or organizations that provide educational, entertainment or group activities that serve the senior adults in Lyons.
- These groups will be required to submit a security deposit prior to reserving the facility, however, will not be charged a rental fee.

### **3rd Priority – Compatible Groups and Organizations**

- This refers to outside parties approved by the Town of Lyons or the Boulder County Housing Authority that provide a public benefit. This includes any use by the Boulder County Housing Authority or the Town of Lyons. Recreational programming, various informational services, and public safety courses are a few examples of such uses.
- The Resident Building may not be used for private purposes for individuals who do not reside at the Walter Self Senior Apartments. This includes weddings, receptions, private parties, etc.
- Groups in this category will be required to leave a security deposit and be charged a rental fee except in those cases where it may be waived by the Town of Lyons.

### **PROCEDURES FOR USE OF THE RESIDENT BUILDING:**

#### **1) SCHEDULING: CONTACT THE LYONS DEPARTMENT OF PARKS AND RECREATION @ 303-823-8250**

- All persons, groups, or organizations wishing to use the WSRB must make **advance application of one week** from the planned date of use to the Town of Lyons. Reservations can only be made two months in advance. The only exception to this policy is the use of the kitchen and the Main Floor by the Lyons Golden Gang for their use during the Meal hours and various Town programming.
- The Town of Lyons staff person taking the reservation must check with the Resident Building use calendar before confirming the date with the renter. After the Town of Lyons staff approves the renter for the use of the building, the staff person may call the renter and set the date and time of the use. A duplicate calendar shall be posted onsite to communicate upcoming reservations, however if conflict arises the Town of Lyons calendar shall govern.
- The staff person must collect the deposit and have the renter sign this Resident Building Use Policy and Rules of Conduct prior to issuance of keys.
- A monthly calendar of the activities scheduled at the WSRB shall be posted onsite and will be placed in a secured location that is controlled by the Town of Lyons.

#### **2) SECURITY DEPOSIT**

There shall be a \$100 refundable deposit for use of the resident building. Checks may be left on deposit for repeat use of the Resident Building. If the building is not left in satisfactory condition, the Town of Lyons will deduct the necessary charges from the deposit to restore the WSRB to its original condition. If costs exceed the \$100 deposit, extra costs will be charged to the individual/organization reserving the building.

#### **3) INSPECTION**

- After scheduling the use of the building with the Town of Lyons, the renter will schedule a pre-and post inspection time for the Resident building just prior to use. Both the Town of Lyons staff and the responsible party must sign off on the inspection form.
- Resident building inspections done with the Town of Lyons staff must occur with a person designated as a signatory on the lease, if this is not possible written authorization granting a designate on behalf of the resident shall be placed in writing.
- The Town of Lyons will be responsible for maintaining the cleanliness of the WSRB.

#### **4) KEY PICK-UP and RETURN**

- Prior to picking up the key, the renter will sign this Resident Building Use Policy/Rules of Conduct. The renter will receive a copy of the signed agreement.
- Key Pick Up: The day of the event the responsible party must come to the Lyons Town Hall by 12:00 noon pick up the key. The key must be returned to the Lyons Town Hall the day following the event before 12:00 p.m. If the key is used over a weekend it must be picked up on Friday by 12:00 noon and returned the next Monday by 12:00 p.m.
- The key may not be transferred or given to another individual. It must remain with the individual signing this agreement. The key must be returned to the Town of Lyons.
- ***The renter is responsible for all charges associated with the replacement and re-keying of the Resident Building if the keys are lost or copied. This charge will be a minimum of \$250.***

#### **RULES OF CONDUCT FOR LYONS ELDERLY RESIDENT BUILDING:**

- 1) The maximum occupancy of the community building is 50 people on the Main Floor and 49 Lower Level. At no time may more than 99 people be present in the community building for events.
- 2) Parking on the north side of the Resident building in the main resident parking lot is restricted to residents with the exception of the two handicap parking spaces. Outside agencies and organizations may not park in the Walter Self Senior Apartments north parking lot. Parking on the south side of the building is available for the public. Additional on street parking is available on Railroad Avenue.
- 3) Noises that are clearly audible at a distance of fifty feet (50) from the WSRB, disturbing the quiet and comfort of the neighborhood, are not allowed. (Noise limits as defined by the Town of Lyons).
- 4) Running, horseplay, or disruptive behavior is not permitted in the WSRB
- 5) An adult must accompany children under the age of eighteen at all times.
- 6) The Resident building is TOBACCO FREE. No chewing of tobacco or cigarette, pipe or cigar smoking is allowed.

- 7) No alcohol or illegal drugs may be consumed in the Resident Building or adjacent grounds.
- 8) Gambling is strictly prohibited.
- 9) The Resident Building, including the kitchen, is to be left in a clean and neat condition. The responsible person assigned by the Town of Lyons will determine cleanliness of the WSRB.
- 10) If trash is generated during the use of the Resident Building, the responsible party must remove the trash on the same day the building is used by the group or individual. Individuals or groups that do not remove trash the day of the event will have the cost of removal deducted from their deposit.
- 11) The WSRB must be locked at the end of the meeting or activity. Breaches to security that occur as a result of the facility being left unsecured are the responsibility of the renter.
- 12) By signing this agreement, the renter of the WSRB agrees to abide by all the rules and policies outlined in this document.

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Renter name/Organization Signature

Date

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Printed name, Address, and phone number

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Town of Lyons staff

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Date/Time/Purpose of Resident Building Use

<b>Return Checklist</b>		
TO BE COMPLETED BY TOWN OF LYONS STAFF MEMBER		
Date	Inspected by	
No. of Keys Provided	(Circle) Front WSRB – Rear WSRB- Kitchen	
Inspection clean	Yes / No	Comments: _____
Deposit accepted \$	Deposit returned \$	

