

THE FUND FOR PUBLIC HOUSING  
**IDEAS MARKETPLACE**  
NYCHA # \_\_\_\_\_  
APPLICATION FOR USE OF COMMUNITY/  
SENIOR CENTER NYCHA RESIDENTIAL  
BUILDING EXTERIOR/INTERIOR SPACE

NEW YORK CITY HOUSING AUTHORITY  
**APPLICATION FOR USE OF COMMUNITY/  
SENIOR CENTER NYCHA RESIDENTIAL  
BUILDING EXTERIOR/INTERIOR SPACE**

**2018**

**SPACE REQUESTED** (Check all that apply)

- COMMUNITY/SENIOR CENTER  EXTERIOR SPACE  
 SPONSORED COMMUNITY/SENIOR CENTER  INTERIOR SPACE  
 NYCHA RESIDENTIAL BUILDING

**SECTION A**

DEVELOPMENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF NYCHA RESIDENT APPLICANT \_\_\_\_\_ RESIDENT ACCOUNT \_\_\_\_\_  
(Please Print) (To be completed by Management if applicable)

ADDRESS \_\_\_\_\_ APT. # \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF COMMUNITY-BASED PARTNER ORGANIZATION \_\_\_\_\_

CBO CONTACT PERSON \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

TYPE OR PURPOSE OF EVENT/ACTIVITY \_\_\_\_\_

REQUESTED LOCATION FOR EVENT/ACTIVITY \_\_\_\_\_ ROOM CAPACITY \_\_\_\_\_ # EXPECTED \_\_\_\_\_  
(For indoor events)

**FOR ONE TIME EVENTS/ACTIVITIES**

DATE OF FUNCTION \_\_\_\_\_ TIME OF FUNCTION (up to 5 hrs.) \_\_\_\_\_ ALTERNATE DATE \_\_\_\_\_

mm/dd/yy day of week from to

**FOR RECURRING EVENTS/ACTIVITIES**

FIRST DATE OF FUNCTION \_\_\_\_\_ LAST DATE OF FUNCTION \_\_\_\_\_ RECURRING EVERY:  DAY  WEEK  MONTH  OTHER

mm/dd/yy day of week mm/dd/yy day of week EXPLAIN: \_\_\_\_\_

SPACE WILL BE USED BY (Check all that apply)

- NYCHA RESIDENT ASSOC  NYCHA RESIDENT GROUP (Name) \_\_\_\_\_  
 NON-RESIDENT GROUP (Name) \_\_\_\_\_  NON-NYCHA COMMUNITY RESIDENTS  
 ADULTS  YOUTH

**SECTION B - CHARGES FOR NYCHA OPERATED FACILITIES/PROPERTIES**

A. LICENSE FEE (Postal money order only made payable to NYCHA)

- EXTERIOR SPACE (Security Deposit Only)  
 COMMUNITY/SENIOR CENTER  
 LICENSE FEE & SECURITY DEPOSIT REQUIRED  
 NO LICENSE FEE OR SECURITY DEPOSIT REQUIRED

B. SECURITY DEPOSIT (Postal money order only made payable to NYCHA)

LICENSE FEE \$ \_\_\_\_\_  
ADDITIONAL HOURS \_\_\_\_\_ @ \$ \_\_\_\_\_ PER HR \$ \_\_\_\_\_  
**TOTAL LICENSE FEE \$ \_\_\_\_\_**

SECURITY DEPOSIT \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_ DATE \_\_\_\_\_  
LICENSE DEPOSIT PAID \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_ DATE \_\_\_\_\_  
BALANCE PAID \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE: RECEIPTS MUST BE PROVIDED TO RENTERS FOR ALL PAYMENTS MADE.**

NAME OF STAFF PERSON DESIGNATED TO SUPERVISE EVENT \_\_\_\_\_ TEL. NO. \_\_\_\_\_ NAME OF PERSON DESIGNATED TO CLEAN-UP AFTER EVENT \_\_\_\_\_



## LICENSE AGREEMENT

In consideration of the approval by the New York City Housing Authority ("Authority") of the application of which this License Agreement is a part, the licensee ("Applicant") hereby agrees (1) to be bound by the guidelines governing the Use of Community/Senior Centers, NYCHA Residential Buildings and other Interior/Exterior Space, in accordance with standard procedure which is available for review at the Community/Senior Center. (2) The Applicant certifies that the Premises to be licensed shall be used for the purposes described herein; that attendance shall not exceed the maximum capacity of the Premises as posted or otherwise provided to the Applicant; that the Applicant shall not make any physical alterations to the Premises; that the Applicant will exercise the utmost care in the use of Premises; that the Applicant will insure that no equipment is removed from the Premises; that the use of any electrical connection must be approved by the Development Superintendent; that the Applicant may be held financially liable for compensating the Authority for any damages that exceed the security deposit amount. (3) Damages resulting from defacing Authority property, which includes, but is not limited to, damage caused by decorations (e.g. tape, thumbtacks, etc.) will result in forfeiture of the deposit and may be noted on Authority residents' tenancy file, if applicable. (4) The Applicant is responsible for leaving the Premises as found (i.e. floors must be swept; countertops, tables and other surfaces wiped clean; and any garbage removed); that the Applicant will ensure that the Event shall not cause a disturbance to the residents living in the vicinity of the Event; and that all outdoor Events shall end by 8:00 PM and indoor events by 1:00 AM. (5) The Applicant acknowledges that the Authority may cancel this License Agreement and withdraw approval at any time; with or without cause, without incurring liability of any kind, and the Applicant's sole remedy shall be the refund of any deposits paid by the Applicant to the Authority. (6) The Applicant represents and agrees that the following activities shall not take place: (a) any sale of consumption of alcoholic beverages, drugs or illegal substances, (b) any form of gambling, (c) any other form of illegal activity, (d) any commercial enterprise, (e) any partisan activity, or (f) any sale of tickets for events, including performances, solicitation of funds, raffles, or dances, unless prior approval has been granted. (7) The Applicant further agrees to pay in advance all fees that have been established for use of the Premises and to obtain and maintain evidence of insurance covering the project in compliance with the attached table of NYCHA Insurance Requirements, or request a waiver of such requirements, which must be submitted to [ins.reg@nycha.nyc.gov](mailto:ins.reg@nycha.nyc.gov) and must receive approval by NYCHA's Risk Management Department before commencing event/activity. (8) To the fullest extent permitted by law, Applicant will defend, indemnify and hold the Authority harmless from and against all claims arising out of or relating (directly or indirectly) to (a) the conduct or management of the Premises, or any work or thing whatsoever done, or any condition created in or about the Premises during the Event; (b) any act, omission, breach of any provision of this License Agreement or negligence of Applicant or Applicant's partners, directors, officers, agents, employees, invitees, licensees or contractors; and (c) any accident, injury or damage whatsoever occurring in or at the Premises. Applicant shall not be obligated to indemnify as to claims caused by Authority's willful negligence or intentional misconduct.

ACKNOWLEDGEMENT OF LICENSE AGREEMENT: ***I acknowledge that I have read and understand the License Agreement and will abide by the terms thereof:***

NYCHA RESIDENT APPLICANT'S SIGNATURE \_\_\_\_\_

COMMUNITY PARTNER'S SIGNATURE \_\_\_\_\_

NYCHA staff must be informed that it is against NYCHA policy to accept funds as compensation to supervise rental events or to do clean up.

SECTION C - APPROVALS			
SIGNATURE	DATE	RECOMMENDATION	COMMENTS
COMMUNITY/SENIOR CENTER DIRECTOR		<input type="checkbox"/> YES <input type="checkbox"/> NO	
BORO DIRECTOR/DEPUTY DIRECTOR, COMMUNITY OPERATIONS <i>(Community/Senior Center Interior Space Only)</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
NYCHA PROPERTY MANAGER <i>(Residential Buildings Interior and Exterior Space)</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
CONDITION OF FACILITY AFTER EVENT <i>(To be completed by Supervisor of Caretaker)</i>		<input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY <i>(explain)</i>	
SUPERVISOR OF CARETAKER	DATE		
SECTION D - REFUND OF SECURITY DEPOSIT BY COMMUNITY/SENIOR CENTER DIRECTOR/BOROUGH OFFICE			
AMOUNT REFUNDED	DATE	APPLICANT'S SIGNATURE	DATE
\$			

