

ENFIELD HOUSING AUTHORITY  
Community Room Reservation

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Which Community Room are you reserving?

Enfield Manor \_\_\_\_\_ Windsor Court \_\_\_\_\_ Ella Grasso \_\_\_\_\_

Woodside Park \_\_\_\_\_ Mark Twain \_\_\_\_\_

Date & time you are reserving the space for:

\_\_\_\_\_ : \_\_\_\_\_ AM/PM to \_\_\_\_\_ : \_\_\_\_\_ AM/PM

What type of event is being held? \_\_\_\_\_

Events to be held in the room will have to be cleared with the EHA office prior to the date of use. (i.e. parties, showers, large gatherings)

After an event, the tenant hosting the occasion is responsible for clean-up of all food, waste, garbage and debris. (This includes decorations and left-overs) Fees will be charged, according to the lease agreement, for any damage done to the room and for any clean up that needs to be performed by our maintenance staff.

Use of the room is prohibited after 10:00 p.m. This is in consideration of the residents that live closest to the community room.

Alcoholic beverages and smoking are **not** permitted in the Community Room.

All guests must be accompanied by a resident. Residents are responsible for their guests' actions.

Do not leave unwanted items in the room. Dispose of items in an appropriate manner.

I understand the above mentioned Community Room rules and agree to adhere by them.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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To be completed by EHA staff:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_