



Housing Authority of the City of Jefferson

Community Room Reservation

Community rooms may be reserved for one-time events up to three months before the desired date. If more than one person or group wants to use a room at the same time, and the Housing Authority receives both reservations at roughly the same time, a drawing will be held three weeks before the desired date to determine who will be allowed to use the room. Clubs or groups that want to use a room for scheduled meetings may reserve the room for six months and then complete a new reservation form for the next six month period.

If a person or group has used the room for a major holiday, that person or group may not reserve the room for a subsequent major holiday unless no other requests have been received. Major holidays include Valentine's Day, Easter, Passover, Mother's Day, Father's Day, Independence Day, Halloween, Thanksgiving, Christmas and Hanukkah. The weekends before selected holidays will be considered to be part of the holiday.

The person responsible for the event or party must sign and submit the Community Room Use Agreement at least 48 hours before the date of use.

Name: _____

Address: _____

Telephone Number: _____

Date you want to use the room _____

Location of Room you want to use: _____

Type of event: _____

Time of event: _____

Signature: _____ **Date:** _____