



**APARTMENT COMPLEXES:**

PARK HOMES  
GEORGE SMITH  
SUNSET TERRACE  
LA VILLITA  
COMMERCE MANOR

# BHA

## Brownwood Housing Authority

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## RATES, RULES, AND PROCEDURES FOR COMMUNITY BUILDING

WE TAKE PRIDE IN OUR COMMUNITY BUILDING AND THEREFORE MUST ENFORCE THE FOLLOWING PROCEDURES:

1. The price for building rental is as follows:

- Key Deposit (REFUNDABLE ONCE KEY IS RETURNED).....\$100.00  
Key Deposit **MUST** be in **CASH** or **CHECK** form.
- Residents (**MUST** be for immediate family **ONLY**), Employees and Commissioners..... \$ 75.00
- Non-Profit organization..... \$150.00
- All others..... \$200.00

2. When renting the building; keys must be picked up during office hours.

OFFICE HOURS ARE: 9:00 - 4:00, Monday through Thursday. The office closes promptly at 4:00

**PLEASE NOTE:** IF YOU FAIL TO PICK UP KEYS BEFORE 4:00 PM ON THURSDAY, YOU MUST PAY AN ADDITIONAL \$20.00 FOR A KEY BECAUSE SOMEONE WILL HAVE TO MEET YOU AT THE OFFICE AFTER REGULAR HOURS. THIS PAYMENT WILL BE RECEIVED IN CASH ONLY. NO CHECKS WILL BE ACCEPTED. PERSONNEL REQUIRED TO MEET YOU AFTER HOURS WILL WAIT FOR YOU AT THE OFFICE NO MORE THAN 15 MINUTES FROM THE TIME YOU BOTH AGREE UPON. FAILURE TO MEET THE AGREED UPON DEADLINE WILL FORFEIT USE OF THE FACILITY

p.m. THE OFFICE IS CLOSED EVERY FRIDAY, SATURDAY, AND SUNDAY.

3. Building rental must be paid at the time the building is reserved.

4. Reserved times for rental will be on a first come first served bases.

5. The building will be clean when you rent it and therefore must be clean when you turn the keys back in. If the building is not clean upon return of keys, you and/or your organization may not be granted use of the facility in the future.

**BUILDING RULES:**

1. No smoking or use of Tobacco Products in the facility.
2. No Alcoholic Beverages in the Building or immediate area outside the building and parking area.
3. Adult supervision is required for any youth activities.
4. Community building hours are **8:00 a.m. - 10:00 p.m.**
5. No personal profit-making activities will be permitted.
6. Any individual or organization using the Community Building must assume full responsibility for the building while in their use. The room must be restored to the condition in which it was found. Invited guests are the responsibility of the individual or organization renting the facility.
7. The Community Building will not be rented or used for Commercial purposes without prior approval by this office.
8. The Community Building may not be used for overnight stays.

**CHECKLIST**

1. Floors should be swept and mopped. (Mop and broom are in the janitorial closet across from bathrooms and cleaning solutions for the mop is in the closet as well.)
2. Tables must be wiped, cleaned, and stored as found.
3. Trash must be removed from the building and properly disposed of. (Trash bags are in the janitorial closet across from the bathrooms)
4. Any available appliances must be turned off.
5. Kitchen, including appliances, must be left in clean condition. (You will need to provide your own dish soap, dish rags, and paper towels)
6. Check restrooms to make sure that no water is left running and commodes are flushed.
7. Clean restrooms. (Trash bags are in the janitorial closet across from the bathrooms)
8. Turn out all lights except the entryway, hallway in front of bathrooms and exterior door lights.
9. **MAKE SURE ALL EXIT DOORS ARE CLOSED AND LOCKED SECURELY.**
10. Turn in keys on the first working day after the day the building was rented.

REFUNDS MUST BE REQUESTED **ONE WEEK** PRIOR TO ENGAGEMENT OR MONEY WILL NOT BE REFUNDED. REFUNDS WILL BE 90% OF RENTAL FEE.

MY SIGNATURE, BELOW, SIGNIFIES MY AGREEMENT TO ABIDE BY AND COMPLY WITH ALL RULES AND CHECKLIST ITEMS LISTED ABOVE.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amt. Pd.

\_\_\_\_\_  
Office Staff Signature

\_\_\_\_\_  
Date

**FOR RESIDENTS ONLY**

IF keys are not returned the key deposit fee will be charged to your account.

\_\_\_\_\_  
Date Building will be Used

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date