



Westview Village II Multipurpose Room - Reservation Form

***Please email completed form to reservations@venturahousing.org**

Date: _____

Reservation Contact:

First Name: _____ Last Name: _____

Contact Number: _____ E-mail: _____

Organization Name: _____

Event Details:

Date: _____

Start Time: _____

End Time: _____

Purpose: _____

Number of expected attendees: _____

Available Furniture: Tables: 10 Chairs: 30

Any extra tables or chairs must be supplied by the reservation holder.

Technology Setup:

If on-site technical support is required during your event, a support fee of \$75 per hour will apply. (Any equipment, extension cords, etc. must be provided by Reservation Holder)

Please specify any audio/visual equipment needs:



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805.648.5008 (English/Español)
995 Riverside Street | Ventura, CA 93001

SECTION 8
805.647.5990 (English/Español)
11122 Snapdragon Street, #100 | Ventura, CA 93004

TDD/TDY
English 800.735.2929
Español 800.855.3000



Office Use Only:

Approved

Denied

Signature

Date

***Please email completed form to reservations@venturahousing.org**



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Policy on Use of Ventura Housing Community Rooms and Spaces

I. Purpose of Community Rooms and Spaces

All community rooms and spaces owned and/or operated by Ventura Housing are governed by this policy.

The community rooms and spaces owned and/or operated by Ventura Housing are designated as limited public forums; they are open to the public as discussed in this policy, but only to certain groups and/or for the discussion of certain topics. Generally, community rooms and spaces are intended to support resident needs and Ventura Housing missions. As discussed below, these spaces are available for specific purposes that Ventura Housing has determined to align with its mission and resident needs, such as providing services to residents.

In part, this policy is designed to prevent/avoid disruption (both to Ventura Housing in carrying out its mission and residents), favoritism, and the alienation of residents; foster and promote a positive, welcoming and inclusive housing community; and ultimately maximize the likelihood of success in Ventura Housing carrying out its mission.

II. Permitted Uses

Community rooms and spaces are open for the following categories of events and activities:

A. Housing Authority-Sponsored Events: Events organized or sponsored by Ventura Housing. Examples include staff meetings or trainings, supportive service for residents (such as mental health counseling, food distribution, employment assistance, tenant's rights education, and health screening), public meetings, and initiatives consistent with Ventura Housing mission.

B. Government Agency/Department, Community Group, and Nonprofit Organization Events: Activities or events hosted by government agencies (including, but not limited to, local and state agencies/departments), community groups, and nonprofits that align with the Housing Authority's mission to create affordable housing and provide supportive services for residents (such as mental health counseling, food distribution, employment assistance, and health screenings).

C. Service Provider Programs: Programs or services offered by external agencies, government organizations, or specialized partners that directly relate to providing supportive services for residents, including, but not limited to, mental health counseling, food distribution services, employment assistance, health screenings, and tenant rights education.

In all cases, the organizer(s) of such events must demonstrate that their events and activities align with Ventura Housing's mission and this policy.

III. Prohibited Uses

Community rooms and spaces may not be used for:



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A. Private Events: Events and activities, such as personal celebrations, parties, or gatherings that are not open to all Ventura Housing.

B. Religious Activities: Purely religious activities or events, such as, but not limited to, worship services, religious instruction, prayer groups, religious ceremonies, and other events that promote a particular faith.

C. Commercial Activities: Profit-generating activities or events, such as, but not limited to, the sale of goods or for purposes involving financial gain to an individual or entity, unless specifically approved by Ventura Housing as part of a supportive service for residents.

D. Political Campaigning: Political events or activities, such as, but not limited to, rallies or town hall forums, that are designed to promote a specific political candidate, group of candidates, or political parties.

Additional Community Room/Spaces information:

- Maximum occupancy may not exceed 80 people.
- The room must be left in the same condition in which it was found.
- All trash must be bagged, tied, and placed in the designated receptacles.
- Equipment and furniture must be returned to their original positions.
- The Reservation Holder may not paint, wallpaper, redecorate, alter, or install screws, nails, adhesives, signs, displays, window coverings, or equipment on any part of the premises.
- Ventura Housing will set doors to lock 30 minutes after event end time.

In addition to the prohibited uses and information above, Ventura Housing reserves the right to deny an event/activity application, or otherwise prohibit uses, consistent with state and federal law, including, but not limited to, laws relating to the restrictions placed on limited public forums.

IV. Scheduling Priority

Events and activities are scheduled based on the following priorities:

- Ventura Housing-Sponsored Events have the highest scheduling priority.
- Government Agency/Department, Community Groups, and Nonprofit Organization Events.
- Service Provider Programs.

V. Reservation Application and Scheduling Procedures

A. Apart from Ventura Housing organizing events and activities, all desired uses of community rooms and spaces are subject to the following Reservation Application process:



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Individuals or organizations interested in using the community rooms must complete a reservation form at least 30 days before the desired event date. The application must include, at a minimum, a description of the event (e.g., how the space will be used), the expected number of attendees, required resources needed or desired from Ventura Housing and contact information.

Upon the request of Ventura Housing, individuals and organizations must provide any additional information requested to process the application and/or confirm that the event/activity complies with this Policy.

B. Review and Denial/Approval: Ventura Housing will review all applications to ensure that events align with this policy. Events will be approved or denied based on available space, compliance with this policy (including, the likelihood that the event has the potential to result in a violation of this policy), and scheduling priority.

C. Confirmation: The approval or denial of an application will be communicated to the applicant once the application is reviewed. If the event is approved, confirmation will be sent to the applicant once the required fees or deposits are submitted.

VI. Fees and Deposits and Insurance

A. Nominal Use Fee: Ventura Housing *may* charge a nominal fee for use of HACSB rooms to cover utilities, maintenance, insurance, and cleaning. Fees may vary depending on the nature of the event.

B. Damage/Cleaning Deposit: Organizers *may* be required to provide a refundable deposit to cover potential damage or cleaning needs, which will be returned if the room is left in original condition.

C. Insurance: Ventura Housing *may* require that the organizer obtains insurance for the event or activity that is satisfactory to Ventura Housing and add Housing Authority of the City of San Buenaventura as an additional insured and must be provided no later than 72 hours before the event. The Insurance should be primary and non-contributory with coverage limits of \$1 million per occurrence and \$2 million in the aggregate, along with proof of Workers Compensation coverage.

VII. Prohibited Conduct

The following conduct is prohibited in community rooms and spaces:

A. Disruptive Behavior: Activities that generate excessive noise, present health or safety risks, or disrupt residents and/or neighbors.

B. Illegal Activities: Any conduct that violates or may result in the violation of local, state, and federal laws or regulations.



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C. Damage to Property: Conduct that may or does damage property. Organizers are responsible for preventing property damage and may be held liable for repair or replacement costs if damage occurs.

D. Discriminatory Behavior: Any activity that discriminates based on race, gender, religion, national origin, disability, or any other protected status.

E. Drugs/Controlled Substances/Smoking: Consumption of drugs, controlled substances, and alcohol. Additionally, smoking of any substance inside Ventura Housing property is strictly prohibited.

VIII. Permit Revocation

Ventura Housing reserves the right to revoke permission for room use if:

A. The event organizer misrepresents the nature of the event or fails to comply with the terms outlined in this policy.

B. The event or activity poses, or Ventura Housing determines the event or activity may pose, a threat to safety or disrupts the residential community or neighbors.

IX. Additional Rules and Regulations

A. Supplemental Requirements: Ventura Housing may impose additional rules or requirements depending on the facts and circumstances of the event or activity, such as the nature or size of the event. Such rules or requirements, may include, but are not limited to, requiring security at the organizer's expense, limiting attendance, or arranging room setup.

B. Policy Review: This policy will be reviewed periodically to ensure the community spaces and rooms meet the changing needs of residents and remain in line with Ventura Housing's missions.

By signing below, I acknowledge that I have read and understand the community room/spaces policy. I understand that failure to comply with this policy may result in my organization being unable to use the Multipurpose Room for future reservations, as well as being held responsible for any damages that may incur additional fees because of failure to adhere to the community rooms/spaces policy.

Name: _____

Signature: _____

Date: _____

Community Room Policy 2/2026



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