

TOWN OF STEM, NORTH CAROLINA

Town Hall After-Hours Facility Use Policy

102 West Tally Ho Rd, Stem, NC 27581 | PO Box 88, Stem, NC 27581 | (919) 529-2717

This Policy supplements the Town Hall Facility Use Agreement and governs use of Town Hall outside of normal Town business hours. It applies to all residents, organizations, and groups (including HOAs, Scouting units, 4-H clubs, and similar community groups) requesting evening or weekend use of the facility.

1. Definition of Normal Business Hours

Normal Town business hours are Monday through Friday, 8:00 AM to 5:00 PM, excluding Town-observed holidays. Any reservation beginning, ending, or occurring outside of these hours — including evenings, weekends, and holidays — is considered “after-hours use” and is subject to this Policy in addition to the standard Facility Use Agreement.

2. Standing Town Meeting Schedule

The following dates are reserved each month for official Town business and are not available for after-hours facility reservations:

- Planning Board — 1st Wednesday of each month
- Board of Commissioners Work Session — 2nd Wednesday of each month
- Board of Commissioners Regular Meeting — 4th Wednesday of each month

3. Approval for After-Hours Use

- After-hours use must be requested at least fourteen (14) calendar days in advance to allow time for staffing and access arrangements. Requests submitted with less notice will be accommodated only if staff availability permits.
- After-hours requests require review and approval by the Town Clerk/Administrator (or designee), in addition to a signed Facility Use Agreement. Approval is not automatic and may be denied based on staff availability, prior commitments, or security concerns.
- Recurring after-hours meetings (e.g., a monthly HOA or Scout meeting) may be approved for a standing block of time, subject to periodic review and revocation if problems arise.
- If Town staff presence is required for a specific after-hours reservation, a staffing fee may apply to cover overtime or on-call compensation. Any applicable fee will be communicated at the time of approval.
- The Town reserves the right to require staff presence for larger gatherings, first-time users, or events involving the public, at its discretion.

4. Access & Supervision

- Whenever possible, a Town staff member or designated key holder will open and close the facility for after-hours use. The applicant may not be issued an unsupervised key or access code except with specific written authorization from the Town Clerk/Administrator.
- If unsupervised access is authorized, the applicant’s designated representative is personally responsible for locking all doors, securing windows, and turning off lights and equipment at the end of the meeting.
- The applicant must provide the name(s) of the responsible adult(s) who will open and/or lock up the facility. This individual must be present for the entire duration of the event.

- No after-hours use may extend past 10:00 PM on weeknights or 11:00 PM on weekends unless specifically approved in advance.

5. Security Procedures

- Any individual granted after-hours access will be briefed on lockup procedures and emergency contacts prior to the event.
- Access credentials (keys) are confidential and may not be shared with attendees or other third parties.
- In the event of a lockout or security concern after hours, the responsible adult must immediately contact the emergency/on-call number provided by the Town at the time of approval.
- Any lost key, malfunctioning lock, or suspected unauthorized access must be reported to the Town Clerk/Administrator no later than the next business day.

6. Restricted Office Equipment

As with all facility use, Town Hall office equipment remains reserved exclusively for municipal business during after-hours use. Unless express written permission has been granted in advance by the Town Clerk/Administrator, users of the facility MAY NOT use, access, or operate:

- Town telephone(s)
- Copier / printer

This restriction applies with equal force after hours, when no Town staff may be on-site to monitor equipment use.

7. Liability & Emergency Preparedness

- All provisions of the Facility Use Agreement regarding liability, indemnification, and responsibility for damages apply equally, and with heightened attention, to after-hours use, when Town staff may not be readily available on-site.
- The responsible adult must know the location of fire extinguishers, emergency exits, and first-aid supplies, and must be prepared to contact 911 in the event of a medical or safety emergency.
- The Town is not responsible for injury, loss, or damage arising from an applicant's or attendee's failure to follow lockup or emergency procedures.

8. Non-Compliance

- Failure to follow after-hours access, lockup, or security procedures may result in loss of after-hours privileges and/or denial of future facility use requests.
- The Town may revoke after-hours approval at any time prior to the event if concerns arise regarding safety, staffing, or compliance.

Acknowledgment

I have read and agree to comply with this After-Hours Facility Use Policy in addition to the Town Hall Facility Use Agreement, including the restriction on Town telephone and copier/printer use described in Section 6.

Organization / Group Name:

Requested After-Hours Date(s) & Time(s):

Name of Responsible Adult for Access/Lockup:

Emergency Contact Phone:

Signature of Applicant

Date

For Town Use Only

Approved By (Town Clerk/Administrator):

Access Method: ☐ Staff On-Site ☐ Supervised Key Holder ☐ Authorized Unsupervised Access

Lockup Briefing Provided: ☐ Yes ☐ No Staffing Fee (if any): \$

Notes: