

TOWN OF STEM, NORTH CAROLINA

Town Hall Facility Use Agreement

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

The Town of Stem (“Town”) makes the Town Hall meeting room available free of charge to Stem residents, resident-led organizations, and civic, nonprofit, and community groups — including but not limited to Homeowners’ Associations (HOAs), Scouting units, 4-H clubs, and similar organizations — for meetings and gatherings that serve the community. Use of the facility is a privilege extended at the sole discretion of the Town and is subject to availability and to the terms of this Agreement.

1. Applicant & Event Information

Organization / Group Name:

Contact (Applicant) Name:

Mailing Address:

Phone:

Email:

Purpose of Meeting / Event:

Requested Date:

Start Time:

End Time:

Estimated Number of Attendees:

2. Eligibility & Priority of Use

- Priority is given, in order, to: (1) official Town business and Board/Committee meetings; (2) Stem civic, nonprofit, and community organizations (HOAs, Scouts, 4-H, and similar groups); and (3) individual Stem residents for private, non-commercial gatherings.
- The facility may not be used for commercial purposes, private for-profit events, or partisan political fundraising.
- Reservations are made on a first-come, first-served basis through the Town Office and are not confirmed until this Agreement is signed and returned.

3. Rules of Use

- The applicant is responsible for the conduct of all attendees and for the facility during the reserved period, including setup and cleanup time.
- Furniture and equipment that is moved must be returned to its original arrangement at the end of the meeting.
- The room, restrooms, and any areas used must be left clean and free of trash; all personal items and decorations must be removed.
- All lights must be turned off, doors locked, and the facility secured upon departure, or returned to the staff member/key holder on duty.
- No alcohol, illegal substances, smoking, or vaping is permitted on Town property.
- Nothing may be affixed to walls, doors, or windows with nails, tacks, tape, or adhesives that could cause damage.
- Candles, open flames, and any activity presenting a fire hazard are prohibited.
- Occupancy may not exceed the posted capacity of the room.

- The Town is not obligated to provide staff, setup assistance, audio/visual support, or refreshments unless separately arranged in advance.
- The Town reserves the right to cancel or reschedule any reservation for Town business needs, weather, or emergencies, with as much notice as reasonably possible.

4. Restricted Office Equipment

Town Hall office equipment is reserved exclusively for municipal business. 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

By signing below, the applicant acknowledges this restriction and agrees to ensure that no attendee uses the above equipment during the reserved period.

5. Damages & Liability

- The applicant assumes full responsibility for any loss, theft, or damage to Town property occurring during the reserved use, whether caused by the applicant or by any attendee, and agrees to reimburse the Town for repair or replacement costs.
- The applicant agrees to release, indemnify, and hold harmless the Town of Stem, its officials, employees, and agents from any and all claims, liability, injury, or loss arising out of or related to the applicant's use of the facility, except to the extent caused by the Town's own negligence.
- The Town does not provide insurance coverage for attendees or personal property brought onto the premises. Groups anticipating higher-risk activities may be asked to provide proof of liability insurance.

6. Acknowledgment & Signature

I have read, understand, and agree to comply with all terms of this Town Hall Facility Use Agreement, including the restrictions on Town office equipment described in Section 4. I understand that failure to comply may result in denial of future use of Town facilities and/or liability for damages.

Signature of Applicant

Printed Name / Organization

Date

For Town Use Only

Reservation Approved By (Town Staff):

Key / Access Provided: ☐ Yes ☐ No Room Returned to Order: ☐ Yes ☐ No

Notes: