

TOWN OF SWANSBORO
GENERAL POLICY NO. 3a – MEETING ROOM USE

Purpose

The purpose of this policy is to establish the criteria, terms, and conditions for the use of Town meeting rooms. This policy shall apply to the Assembly Room, the Community Room, the Recreation Center and any other meeting spaces which may be created from time to time.

Availability

Town meeting rooms may be used by community organizations, civic organizations, governmental agencies, social groups, other citizens, and businesses. Any event held by an organization open to the public or charging a fee shall submit a special event application and provide the Town with a written release of liability and Certificate of Insurance naming the Town of Swansboro as an additional insured.

Applications and Reservations

All persons – other than Town boards, committees, or departments – who wish to use a meeting room must submit a Town-required application and any requisite fees for such use to the administrator of this policy. The official record of reservations shall be maintained by the administrator of this policy, who may also require a pre-use conference to review the terms and conditions of use.

Use Priority

Town boards, committees, and departments and Town-sponsored activities shall have priority for the use of meeting rooms. All other use shall generally be considered on a first-come, first served basis.

Fees

Use Fees. Except for Town government or Town-sponsored events and activities, fees will be charged for the use of the meeting rooms. These fees may include the following:

- 1) Minimum and hourly use fees for the use of the facility. Hourly use fees apply to both the event and on-site event preparation time.
- 2) Attendant fees for unlocking, locking, and/or monitoring facilities.

The following are eligible to book a reservation during posted operating hours at no cost: (a) for qualified not-for-profit organizations that provide local community services, (b) for governmental agencies, and (c) for organizations conducting activities of direct financial benefit to the Town government.

Organizations will be provided meeting space on a first come first served basis, or in a space designated by the Department, at no cost. Regular rental rates will apply should the organization desire to reserve a specific space, date and time, or plan to charge a fee to attendees of the event.

Damage Deposit. A \$50 Damage Deposit is required for all rentals. Individuals or organizations wishing to make multiple reservations can request to have the damage deposit held through the last scheduled reservation. The requirement for a damage deposit is not a limitation on a user's responsibility and financial liability for actual damage costs. The damage deposit, will not be waived because of non-profit or government status.

Fee Schedule. Fees and deposits shall be as set forth from time to time in the schedule of fees adopted by the Board of Commissioners. If a person desires to use a space for which a fee is not listed, the administrator of this policy shall determine the fee by comparison with other established fees. All fees due shall be paid in advance of use.

Terms and Conditions

The application and any agreements regarding meeting room use shall include appropriate provisions and conditions designed to (a) protect the Town from liability in instances of meeting room use by other persons or organizations, and (b) protect Town property from damage or unreasonable wear and tear.

Alcoholic beverages may be allowed for the use of events if the following conditions are met: (1) the event must be catered (and the alcoholic beverages served) by a caterer with a verified license from the state Alcoholic Beverage Control Commission for serving alcoholic beverages off site, or the user must possess and present an appropriate special event permit for the service of alcoholic beverages from the ABC Commission; (2) the user must furnish proof of liquor liability insurance, and the Town must be named as an additional insured on the insurance certificate; (3) the user must observe all state ABC regulations for the service of alcoholic beverages; and (4) all alcoholic beverages must be consumed inside the building, and no alcohol consumption is permitted on lawn, parking lot or adjacent street areas, or on adjoining properties. Persons considering the service of alcoholic beverages are encouraged – and may be required – to utilize a system of service that limits the number of drinks per person.

The policy administrator may include any other reasonable terms and conditions necessary to protect the interests of the Town and to protect municipal property. The Town reserves the right to cancel any meeting use reservation due to (a) the need to use the facility for an essential municipal purpose or (b) a determination that the proposed use of the facility is inappropriate, unsafe, or based on false or inaccurate application information.

Care and Maintenance

All meeting room users shall exercise care and vigilance in the use of the reserved room, shall insure that any reserved facility is left clean and orderly, shall place all refuse in trash bins located outside the building, and shall return the room and its furnishings to its pre-use condition. No equipment or furnishings shall be relocated, altered, or removed without the approval of the policy administrator. Items left behind in a meeting room are not the responsibility of the Town, will not be kept stored for recovery, and will be disposed of in the discretion of the Town.

Administration

The Town Clerk is designated as the day-to-day administrator of this policy. Interpretations and determinations under the policy, if in question, may be made by (first) the Town Manager and (second) the Board of Commissioners.

Updated August 19, 2008, March 17, 2009, June 16, 2009, May 21, 2010, February 18, 2014.

**Town of Swansboro
Assembly and Community Meeting Room
Rental Application**

Name _____

Organization _____

(Provide copy of Non-Profit Status if applicable)

Address _____

Telephone _____

Date Requested _____ Time _____

(Note: The time provided must include setup and breakdown)

Purpose of Rental:

Identify Room Requested:

Assembly Room _____
(502 Church Street)

Community Room _____
(601 W. Corbett Avenue)

I, _____ the authorized representative of

_____ declare that the Swansboro Town Hall Meeting Room identified (above) will be used only for the above stated purpose and times and understand that the rental fees listed below shall apply where applicable. I further understand that I will be personally liable for the costs of any damages to the room or its contents. In addition, if the room is not left in its pre-rental condition the damage deposit will not be returned. (The applicant is responsible for inspecting the space prior to use and for notifying the policy administrator, prior to use, of any damage or cleanliness issues that might affect refund of the deposit.) Items left behind are not the responsibility of the Town. No equipment or furnishings shall be relocated, altered, or removed without the approval of the policy administrator. I have received and agreed to all terms of the Meeting Room Policy attached to this application.

Signature of Applicant

Date

(Fee Breakdown on next page.)

	<u>Assembly Room</u>	<u>Community Room</u>
Facility Use Fee	\$20/hr	\$50/hr
Service Fees	to be determined based on costs, minimum \$10	
Attendant Fees	\$15/hr.	\$15/hr.
Damage Deposit	\$50	\$50
Dance Floor Fee (plus any applicable service fees)	\$50/flat fee	

Refunds for Event Cancellations

Cancellation at least 14 days in advance	Full refund
Cancellation at least 48 hours in advance	Refund of facilities use fees less deposit fee
Cancellation less than 48 hours in advance	No refund

This page for Administrative Use Only.

Hourly Rate x # ____ hours:	\$ _____
Damage Fee	\$ <u>50</u>
Attendant Fee	\$ _____
Other Fees	\$ _____
TOTAL	\$ _____

Town of Swansboro Representative

Notes:
