



## **FACILITY USE POLICY AND REGULATION**

### **General Policy Statement**

The Town of Sunset Beach Council Chambers and Conference Room are established for governmental, community and civic purposes. The facilities will be used primarily for governmental and community meetings with governmental functions taking precedence over all other uses.

### **Scheduling**

The authority and responsibility for scheduling the Town Council Chambers and Conference Room is vested in the Town Administrator or designee.

### **Rules and Regulations**

1. The Town Council Chambers and Conference Room are available for use Monday – Friday between the hours of 8:30 a.m. – 5:00 p.m. The rooms are not available when Town Hall is closed.
2. Reservations require a deposit fee of \$50.00 by all groups not associated with the Town. The deposit will be returned upon satisfactory inspection of the facility. Any damages to Town property, including but not limited to, furniture, carpet, walls and equipment will result in forfeiture of the deposit and the group will be responsible to pay any additional costs to cover damages.
3. Groups must access the reserved rooms via the south facing entrances.
4. Groups using the facility will be responsible for any additional cleaning charges after the use of the facility.
5. Decorations are not permitted.
6. Alcoholic beverages, Smoking and Guns are not permitted within Town Hall.
7. Unreasonable noise that would disrupt normal operations is not permitted.
8. Groups may not charge admission or conduct activities for profit.
9. No animals or pets are allowed except for service animals as defined by the Americans with Disabilities Act.

**Statement of Disclaimer**

In renting, leasing or providing the Town Council Chambers and Conference Room, neither the Town of Sunset Beach, the Town Council nor Town of Sunset Beach employees assume any responsibility for the loss of or damages to any property placed on premises by the user or for loss or damage of any property or personal effects, including motor vehicles and their contents of, the user, its members, employees, agents, participants, guests, or attendees.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2014

TOWN OF SUNSET BEACH

\_\_\_\_\_  
Ronald Watts, Mayor

ATTEST:

\_\_\_\_\_  
Lisa H. Anglin, Town Clerk