



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.
3. Groups must access the reserved rooms via the south facing entrances.
4. Groups using the facility will be responsible for cleaning the facility after use of the facility. Groups will be responsible for any additional cleaning expenses necessitated by their use of the facility after applying the deposit to said costs.
5. 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.
6. Decorations are not permitted.
7. Alcoholic beverages, Smoking and Guns are not permitted within Town Hall.
8. Unreasonable noise that would disrupt normal operations is not permitted.
9. Groups may not charge admission or conduct activities for profit.
10. No animals or pets are allowed except for service animals as defined by the Americans with Disabilities Act.
11. Groups using town facilities shall indemnify and hold harmless the Town from any liability, claims for relief, causes of action or damages resulting from use of the Town's facilities

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.

Facilitation Use Application

Responsibility for the use of the facilities and observance of the regulations shall rest upon the adult applicant (21 years of age older) who signs the application of reservation. If the applicant represents an organization, the applicant must be an authorized agent for the organization.

Name of Responsible Party (Please print): _____

Organization: _____

Address: _____

Telephone: _____

E-Mail: _____

Reservation Date: **Month** _____ **Date** _____

Time: _____ a.m./p.m. **to** _____ a.m./p.m.

Check No.: _____ Cash: _____

I, understand, acknowledge that I have read and understand the Facility Use Policy and Regulations and agree to the same.

Applicant Signature: _____ **Date:** _____

Town Employee Signature: _____ **Date:** _____

Approved/Date: _____ Denied/Date: _____