

# Town Hall Public Use Policy

## 1. Purpose

The purpose of this policy is to ensure that Town Hall facilities are used in a manner that supports the official business, operations, and civic functions of the Town of Carolina Beach. This policy outlines who may use Town Hall, how spaces may be scheduled, and the conditions under which use is permitted.

## 2. Authorized Users

Town Hall facilities are available **exclusively** for the following:

1. **Official Town Committees, Boards, and Commissions**
  - Use must be directly related to official municipal business.
  - Meetings must comply with applicable open-meeting laws.
2. **Town Council–Approved Meetings or Events**
  - Any group or individual wishing to use Town Hall must receive prior authorization by the Town Council.
  - Approval must be granted at a public meeting and recorded in the official minutes.

## 3. Scheduling and Reservations

1. Authorized users must submit a meeting request to the **Town Clerk** or designated scheduling authority.
2. Requests should include date, time, expected attendance, and purpose.
3. Room 115 (Multi-Purpose Room) is the only space available for use by Committees and for Town Council approved meetings or events. The room will be accessed through door at the rear of Town Hall (a code for the lock will be given prior to meeting). The rest of Town Hall will be inaccessible.
4. Space is reserved on a first-come, first-served basis, with priority given to Town meetings.
5. No recurring series of meetings may be scheduled without confirmation of continued authorization.

## 4. Facility Rules & Responsibilities

All authorized users must:

- Leave the space clean, orderly, and free of damage.
- Use only designated areas of the building.
- Comply with all fire, safety, and occupancy regulations.

- Not rearrange or remove Town Hall furniture or equipment without permission.
- Ensure that doors are secured and lights/equipment turned off upon departure.
- No alcohol permitted.

## **5. Prohibited Uses**

Any activity that is not a Town meeting or meeting endorsed and approved by the Town Council to meet in the space. Specifically, the following activities are strictly prohibited:

- Private parties, celebrations, or social gatherings
- Political campaign events (unless part of an official Town-administered electoral process)
- Religious services
- Commercial or for-profit activities
- Events charging admission or selling goods/services
- Any activity inconsistent with the intended governmental use of Town Hall

## **6. Liability & Damages**

- Users are responsible for any damage to Town property that occurs during their approved use.
- The Town assumes no responsibility for personal property brought into the facility.
- The Town reserves the right to deny or revoke approval if the policy is violated.

## **7. Enforcement & Amendments**

- This policy is enforced by the Town Manager or its designee.
- Violations may result in no future access or other actions deemed appropriate by the Town.
- The Town Council may amend this policy at any time.