

**POLICY**  
**TOWN HALL MEETING ROOM**  
**TOWN OF NORTH TOPSAIL BEACH**

Listed below are the policies and regulations governing use of the North Topsail Beach Meeting Room. These policies and regulations are applicable in all situations as described. However, the primary purpose of the meeting room is for the meetings, scheduled and unscheduled, of the North Topsail Beach Board of Aldermen, the departmental functions of the Town and other governmental agencies. The right is reserved to utilize the room at any time by the Town of North Topsail Beach Board of Aldermen, staff, or any other board or commission of the Town. This authority of reservation supersedes all other reservations. Any deviation of this policy shall have the prior approval of the Town Manager.

1. The meeting room is available to the general public or a non-profit organization for meetings or functions deemed appropriate by the Town Manager or his designee. The room is available on a daily basis from 8:00 a.m. until 11:00 p.m. Reservations for the room shall be arranged on a first come, first served basis.
2. In order to reserve the meeting room, the applicant must be at least 18 years of age. The individual completing the application for use of the meeting room shall be the designated person to be responsible for the event.
3. All requests for reservations of the room shall be made at least seven (7) working days in advance of the function unless authorized by the Town Manager prior to seven days. All requests must be submitted on the reservation form. The fee is \$50.00 per day. There is a \$25.00 charge for all returned checks.
4. For cancellations, full refund of rental fee will be made, if requested at least three (3) days prior to the event. If requested less than the three days prior to the event or meeting, a 20% administrative charge shall be retained.
5. Meetings and other activities held in the meeting room cannot disrupt the operations of other offices located in the Municipal Complex. The person or organization reserving the room shall be responsible for leaving the room in proper order and shall be responsible for any damage to Town property. The organization or persons reserving the room are responsible for obtaining any audio-visual equipment, supplemental equipment or furniture that may be needed. The Town does not furnish any such facilities or the use of telephones, office facilities, such as secretarial assistance, paper, notepads, etc.
6. The Meeting Room will hold 100 persons. This capacity may not be exceeded under any circumstances. Smoking is prohibited anywhere in the Meeting Room, hallway or restrooms. Alcohol is also prohibited. No decorations or materials may be attached to the walls, tables or chairs of the Meeting Room.