

DRAFT 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, any other board or commission of the Town or town-sponsored events.

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 public or non-profit organizations for educational meetings that inform the public as deemed appropriate by the Town Manager. The room is rented for educational meetings only. No social events are permitted. The room is available Monday through Friday except for local, state, and federal holidays from 8:00 a.m. until 4:30-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 21 years of age. The individual completing the application for use of the meeting room shall be a resident/property owner of North Topsail Beach (Drivers license, Onslow County Tax Statement, Property lease agreement).
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 meeting.
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 Town Hall. 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 Town does not furnish any equipment, supplies or staff.

6. The Meeting Room will hold a max of 100 persons. This capacity may not be exceeded under any circumstances.

7. Smoking is prohibited in Town Hall. Alcohol is also prohibited. No decorations.