

Use of Town Hall Facilities and Grounds

1. General Policy Statement:

(a) This Policy applies to public use of Town Facilities.

(b) Use of the facilities by The Town of Pleasant Garden for Town Business and events, as well as Government Entities, shall take priority over public use.

(c) The Town Hall (hereinafter referred to as "Town Hall Facilities"), may be reserved for public meetings, provided certain conditions are met. For security reasons, the Conference Room and Soccer Office are the only spaces inside Town Hall which will be made available for public use. NOTE: If in the judgment of the Town Administrator extenuating circumstances exist, additional space may be considered in consultation with the Mayor or, in his absence, Mayor Pro Tem.

2. Rules Governing the Use of Town Hall Facilities:

(a) The applicant requesting the use of the Town Hall Facilities must be a resident of the Town of Pleasant Garden and at least eighteen (18) years of age. Only non-profit educational, civic, cultural and environmental groups will be considered. Any group must provide a benefit or service to the citizens of Pleasant Garden or Guilford County, North Carolina, and must have been in existence at least one (1) year prior to making the request. The only exception is for political meetings in accordance with N.C.G.S. § 163-99. No fee shall be charged.

(b) Complete applications must be received in the Town Administrator's Office at least ten (10) business days prior to the date of the proposed use. Applications will be processed on a first come-first served basis. Advanced bookings in advance of sixty (60) days will not be permitted. NOTE: This application period may be waived by the Town Administrator for Governmental use.

(c) The applicant is responsible for any and all damages to any facility or grounds, including costs for cleanup. Meeting rooms are only available during Town Hall hours and space must be returned to its original form. The applicant shall assume full liability for all accidents or claims of accidents as a result of activities taking place associated with the use of Town Hall Facilities and shall agree to indemnify and hold harmless the Town for any injury or damage to any person(s) or property. This shall also include any preparatory time of the area being readied for the use, and for all follow-up activity related to the use. Depending upon the type of event, proof of insurance may be required. If required, a copy of the insurance policy must be submitted with the application. The policy is to be one of comprehensive general liability in the amount of not less than \$300,000.00 for bodily injury per person, \$1,000,000.00 per occurrence, and not less than \$100,000.00 for property damage per occurrence. Any damage or accident must be immediately reported to the Town Administrator's Office, or as soon thereafter the Office is open for business.

(d) Loud and disruptive behavior is prohibited.

(e) The Town will not provide personnel or equipment.

(f) No eating or drinking is permitted inside the facilities unless advance provisions have been approved with

the application and comply with all laws and regulations of the State Department of Human Resources, Division of Health Services. For purposes of this Section, food prepared by a catering service will satisfy this requirement. Home baked items such as cookies, cakes, brownies, etc., are permissible as well.

(g) No functions with possession of alcohol or illegal drugs, nor tobacco use.

(h) No function will be allowed where any member of an organization carries a gun, rifle, firearm, or other weapon. An exception may be made for a memorial service or special event associated with the recognition of any branch of the military or historical conflict, so long as any weapon used is only discharging blanks and the organization has received the appropriate permits and/or permission from the Town and the Guilford County Sheriff's Office.

(i) The applicant is responsible for providing for proper disposal of trash and debris.

(j) Signs, decorations, or other attachments may not be hung on any building or permanent structure on the property.

(k) Ingress and egress to the grounds may not restrict the orderly flow of traffic on adjacent roads and arteries, and traffic must comply with all local, state, and federal laws.

(l) The applicant is responsible for registering the function or event with the applicable local law enforcement authority, as well as determining the need for any crowd control and security enforcement that may be necessary.

(m) The Town will not accept reservations for a series of meetings which would designate any Town Hall Facilities as the regular meeting place for any organization.

(n) The applicant must comply with any further or additional restrictions the Town chooses to place on the use of the Town Hall Facilities, as allowed by law.

(o) All uses must be in compliance with local, state, and federal laws, including the Americans with Disabilities Act.

(p) The Town Administrator, or designee, may revoke the authorization to use Town Hall Facilities up to or during the use, if a violation of this policy is discovered.

(q) The Town Administrator is authorized to approve applications.

(r) The Town reserves the right to deny any applicant the use of Town Hall Facilities if such use could disrupt the operation of the Town.

(s) No functions will be allowed involving sales, advertising, or commercial promotions.

(t) No religious services shall be allowed.