

**Policy #7**

**POLICY GOVERNING THE USE OF  
THE TOWN OF TROUTMAN  
TOWN HALL COUNCIL CHAMBERS**

400 North Eastway Drive  
Troutman, NC 28166

**PURPOSE**

The Council Chambers at the Troutman Town Hall is primarily for the use of the Town Council. The purpose of this statement is to ensure that the Town Council receives top priority and then to provide a written policy when the room is used by other approved groups.

**SCHEDULING AND SUPERVISION OF THE ROOM**

The responsibility for scheduling the Council Chambers and the supervising of the use thereof shall be assigned to the Troutman Town Clerk or designee. The Town Manager or designee, or Town Council reserves the right to refuse or cancel any use of the building not in the best interest of the public.

**PRIORITY OF USE**

1. Priority for the use of the Council Chambers shall be in the following order:
  - A. Town Council of the Town of Troutman;
  - B. Departments of the Town of Troutman and their affiliate groups;
  - C. Other governmental entities and their departments;
  - D. Non-profit organizations that partner with the Town of Troutman on specific projects.
  
2. Entities listed in paragraphs C and D may use the referenced facility after special permission, through proper channels outlined above, provided that the use of the facility is for educational, business, social, or professional meetings.

## **OPERATING AND SCHEDULING PROCEDURES**

1. The Council Chambers is available for meetings between the hours of 8:00 A.M. and 10:00 P.M.
2. All requests from groups/organizations other than departments of the Town of Troutman and their affiliate groups shall be made by completing a Town of Troutman Town Hall Council Chambers Rental Application thirty (30) days prior to the event requested except as determined by the Town Clerk or designee. Confirmation of the schedule will be made immediately upon receipt of the request.
3. No group shall be allowed to use the premises for more than two non-town sponsored events per month unless upon prior approval of the Town Manager or designee, or the Town Council. The duration of the event shall be within the Town Clerk or designee's discretion. The length of any event shall not unduly monopolize the use of the meeting room or cause undue scheduling problems.
4. Cancellation of a booking must be made forty-eight (48) hours in advance of the date reserved.
5. Groups or organizations using the facility must accept the responsibility for clean-up of the area after use. The Council Chambers will be inspected by a Town representative following each use, and when necessary, the group/organization will reimburse the Town for the actual cost of extra cleaning as needed, and/or damages incurred.
6. In the Town's protection, the Town Clerk or designee shall require each group/organization and such individuals using the town facility to execute a Town Hall Chambers Rental Application that includes an indemnity statement indemnifying the Town against loss or damage, as outlined in the Rental Application.
7. No charges shall be levied by the user against their participants except for the amount to cover the cost incurred.
8. Use of the facility does not obligate the Town to provide any equipment for the area. No nails, screws, tape, or fixtures of any kind may be driven or applied to the walls, woodwork, floors, ceiling, or other parts of the facility.
9. No alcoholic beverages shall be allowed within the Town Hall, its Council Chambers, or on any other Town premises. Smoking is not allowed inside the Town Hall. Furthermore, no dangerous, unlawful, or disreputable activities shall take place in the Town Hall, the Council Chambers, or other Town premises. All activities shall be done in compliance with all applicable laws and ordinances.

10. The referenced facility shall not be used for political purposes.

11. No group/organization or person(s) shall be denied participation in any activity conducted on the Town Hall premises based on race, color, national origin, religion, sex, or handicap status.

### **STATEMENT OF DISCLAIMER**

In the use of the Town Hall Council Chambers, neither the Troutman Town Council nor the Town of Troutman employees assumes any responsibility for the loss of or damages to any property placed on the premises by the user, or for the 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, or any other occurrences causing bodily injury to any person(s).

This policy was originally adopted by the Town of Troutman Board of Aldermen on the 6<sup>th</sup> day of August 1992.

Amended by the Town of Troutman Board of Aldermen on this 13<sup>th</sup> day of January 2011.

Amended by the Troutman Town Council on this 10<sup>th</sup> day of September 2020.

Amended by the Troutman Town Council on this 7<sup>th</sup> day of October 2024.

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Teross W. Young, Jr., Mayor

Attest:

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Kimberly H. Davis, Town Clerk