

5. OPERATING PROCEDURES

5.6c GENERAL MEETING ROOM POLICY

TOWN MEETING SPACE IS TO BE USED TO CONDUCT TOWN BUSINESS AND FOR PUBLIC MEETINGS, ESPECIALLY OF THE TOWN COUNCIL AND ADVISORY BOARDS AND COMMISSIONS. When rooms are not needed for Town Council or advisory board meetings, department or Town staff activities, they may be made available to non-profit community organizations. Please refer to the contact list on the following page for scheduling information. Requests will be reviewed according to the following standards:

1. In scheduling, Town functions will take precedence over all other use. Space will be reserved in the following priority order:
  - Town Council meetings
  - Meetings sponsored by the Mayor or Council Member(s)
  - Other meetings of official Town boards, committees, commissions, task forces and work groups
  - Town-sponsored activities
  - Meetings of other local, State, and federal governmental officials
  - Community groups sponsoring programs of a non-commercial nature (including local precinct meetings).

EXCEPTIONS

- Library programs and meetings receive first priority in scheduling of library space.
  - Library space may be reserved by non-community groups (groups from outside Chapel Hill) sponsoring programs of a non-commercial nature.
  - Parks and Recreation Department sponsored and co-sponsored activities and programs will have priority in scheduling the use of all Department facilities.
  - Parks and Recreation Department space may be reserved by non-community groups. Parks and Recreation Department space may be rented by for-profit organizations sponsoring programs.
2. Governmental meetings shall be open to the public, in accordance with State law. All nongovernmental programs must be open to the public.

EXCEPTIONS

- Library-related organizations may reserve space for members-only events.
  - Activities held in Parks and Recreation Department facilities may require participants to comply with registration procedures.
3. All programs must be free of charge. Nothing may be sold to the public.

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Department	Contact	Facility	Capacity	Town Use	Public Use	Cost
Library	Mark Bayles 968-2777, x106	Conference Room	26	8 am – 10 pm M-Sun	10 am – 9 pm	None
		Meeting Room	85	8 am – 10 pm M-Sun	10 am – 9 pm	None
Parks & Recreation	Kathryn Spatz 968-2784	Community Center	35	5:30 am-8:45 pm M-F 8:30 am-8pm Sat 11:30 am-10 pm Sun	5:30 am-8:45 pm M-F 8:30 am-8pm Sat 11:30 am-10 pm Sun	\$20 per hour
		Hargraves Meeting Room	50	10 am-9pm M-F 9 am-8 pm-Sat 12 noon-8 pm Sun	10 am-9pm M-F 9 am-8 pm-Sat 12 noon-8 pm Sun	\$20 hour
		Hargraves Auditorium	135	6 pm-8 pm Mon-Fri.	6 pm-8 pm Mon-Fri.	\$35 hour
Town Hall 405 Martin Luther King, Jr., Blvd.	Ted Hobgood 968-2743	Council Chamber	160 seated, 20 standing	9 am – 10 pm M-Th; 9 am – 5 pm Fri.	M – Thurs. 5 pm -10 pm for non-profit community organizations only	None
		Conference Rm. 1	30			
		Conference Rm. 2	8			
		Conference Rm. 3	8			
Human Resources	Donna Tench 968-2700	Training Room	16	9 am – 10 pm M-F	5 pm – 10 pm	None
Planning	Beth Dean 968-2888, x343	Planning Library	8	9 am – 10 pm M-F	Not available	NA
Public Works	Maggie Burnett 968-2800, x105	Conference Room	8-10	7 am – 5 pm M-F	Not available	NA
		Meeting Room	50			
Transportation	Sheryl Sherman 968-2755	Conference Room	10	8:30 am – 5 pm M-F	Not available	NA
Fire HQ Columbia St.	Diana Harris 969-2004	2nd Floor Training Room	25	8:30 am – 10pm M-F	Not available	NA
Police	968-2863	Administrative Conference Rm.	16	24 h/p/day	Not available	None
		Classroom	25	24 h/p/day	After 5 pm	None
Housing	Tina Vaughn 968-2850	Downstairs Conference Room	15	8:30 am – 10pm M-F	Residents Council	None
		Upstairs Conference Room	25	8:30 am-10 pm M-F	Not available	None



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#### *EXCEPTIONS*

- Town departments are exempt from this condition.
  - Library-related organizations are exempt from this condition.
  - Admission may be charged for entrance into Town-owned or controlled areas and facilities in some cases.
4. Use of Town meeting space for regularly recurring meetings is strongly discouraged. Departments will consider individual requests to schedule a series of meetings, as well as maximum number of uses by an organization within a year, based on Town Council-approved criteria established for that department.
  5. Programs may not interfere with the conducting of Town business.
  6. Meeting rooms and equipment will be left in the condition in which they are found.
  7. Limited membership groups, including denominational groups, partisan political groups (except partisan precinct meetings which are permitted by State law) and labor organizations – which imposed membership requirements – will not be permitted to reserve Town meeting rooms on a regular basis.
  8. Organizational representatives must agree to be responsible for any damage done to facilities and equipment. Extra chairs, equipment, etc. may be provided by the user and must be removed immediately following the meeting or activity.
  9. Commercial use of meeting rooms is not permitted.

#### *EXCEPTIONS:*

- The Parks and Recreation Department may grant special exemptions to individuals and profit organizations with whom it has entered into a cooperative agreement.
10. Smoking and alcoholic beverages are not permitted in Town facilities. Limited consumption of non-alcoholic beverages (water, coffee, soft drinks, etc.) and food is permitted, as long as due care is exercised.