



# General Meeting Room Policy

Policy Number: Operations 6.2

Effective Date: January 1, 2015

Approved By: Roger L. Stancil, Town Manager

<a href="#">POLICY</a>
<a href="#">PURPOSE</a>
<a href="#">RESPECT VALUES</a>
<a href="#">PROCEDURE</a>
<a href="#">FORMS/INSTRUCTIONS</a>
<a href="#">ADDITIONAL CONTACTS</a>
<a href="#">DEFINITIONS</a>
<a href="#">RESPONSIBILITIES</a>
<a href="#">SCOPE</a>
<a href="#">POLICY HISTORY</a>

POLICY

## A. Use of Town Meeting Space

1. Town Business: 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.
2. Community Business: 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.
3. Review Standards: Requests will be reviewed according to the following standards:
  - a) In scheduling, Town functions will take precedence over all other use. Space will be reserved in the following priority order:
    - i. Town Council meetings
    - ii. Meetings sponsored by the Mayor or Council Member(s)
    - iii. Other meetings of official Town boards, committees, commissions, task forces and work groups
    - iv. Town-sponsored activities
    - v. Meetings of other local, State, and federal governmental officials
    - vi. Community groups sponsoring programs of a non- commercial nature (including local precinct meetings).

### 4. Exceptions

- a) Chapel Hill Public Library Meeting Space: Chapel Hill Public Library has a separate 'General Meeting Room Policy', which you can find here or through the CHPL website.
- b) Parks and Recreation Priority: Parks and Recreation Department sponsored and co-sponsored activities and programs will have priority in scheduling the use of all Department facilities.
- c) Rental by For-Profit Organizations: Parks and Recreation Department space may be reserved by non-community groups. Parks and Recreation Department space may be rented by for- profit organizations.

# POLICY (CONT.)

## B. Open to the Public

1. Public Meetings: Governmental meetings shall be open to the public, in accordance with State law. All non-governmental programs must be open to the public.

### 2. Exceptions

- a) Chapel Hill Public Library Meeting Space: Chapel Hill Public Library has a separate 'General Meeting Room Policy', which you can find [here](#) or through the CHPL website.
- b) Parks and Recreation Facilities: Activities held in Parks and Recreation Department facilities may require participants to comply with registration procedures.

## C. Program Fees

1. Free of Charge: All programs must be free of charge. Nothing may be sold to the public.

### 2. Exceptions

- a) Town departments are exempt from this condition.
- b) Library-related organizations are exempt from this condition.
- c) Admission may be charged for entrance into Town-owned or controlled areas and facilities in some cases.

## D. Usage

1. Recurring Use: Use of Town meeting space for regularly recurring meetings is strongly discouraged.

2. Maximum Use: 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.

3. Interference with Town Business: Programs may not interfere with the conducting of Town business.

4. Care and Maintenance of the Meeting Room: Meeting rooms and equipment will be left in the condition in which they are found. 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.

5. Limited Membership Group Usage: Limited membership groups, including denominational groups, partisan political groups (except partisan precinct meetings which are permitted by State law) and labor organizations – which impose membership requirements – will not be permitted to reserve Town meeting rooms on a regular basis.

6. Commercial Usage: Commercial use of meeting rooms is not permitted.

7. Security Guard Usage: A fee may be charged for a security guard to non-profit organizations if no other Town business is being conducted in Town Hall that evening.

## PURPOSE

A. The purpose of this policy is to provide guidance on scheduling meeting rooms in Town facilities.

## RELATED INFORMATION

A. [Library Meeting Room Policy](#)

## APPROVAL

Roger L. Stancil, Town Manager

