



PINE RIDGE TOWN HALL USE POLICY

Local community groups whose origin is within the town limits may utilize the Town Hall after normal business hours between 6:00 PM – 9:00 PM, Monday through Thursday, for meetings in accordance with the requirements set forth in this policy. Advanced reservations are required for each meeting. Applications will be on a first come, first serve basis. There will be no multi-use agreements and the approved community group may not enter into any sublease agreements with a third party. All agreements will need to receive the Property & Recreation Committee recommendation and will then be placed on the next Town Council Agenda for final approval. Each community group will appoint one person, who will act as an agent for the group and who must accept full responsibility for the group. This person must be at least twenty-one and be present at the meeting to ensure that everyone present follows the rules and is responsible for the cleanup of the areas used.

The following rules and regulations are established in order to define and assure the safety, availability and responsibilities of those using the facility:

- 1) The community group requesting to use the facility must be located within the municipal limits of the Town of Pine Ridge.
- 2) No use of the Town Hall shall be scheduled or permitted which will conflict with any governmental activity of the Town of Pine Ridge.
- 3) The area of the Town Hall permitted to be used after normal business hours, Monday through Thursday: Council/Court Chambers, lobby and restrooms. The meeting room, storage room, employee breakroom, copier room and town employee offices shall be unavailable for use.
- 4) The use of the Council/Court furniture, including the chairs behind the desk and audio/tv equipment is strictly prohibited. The furniture and equipment are unable to be moved prior to a meeting.
- 5) The community group must ensure that all meetings will be orderly and lawful and not of a nature to incite others to disorder and will provide reasonable security arrangement appropriate for the meeting.
- 6) The community group will be liable for any and all damages resulting from improper activities or damage to the building or equipment. There are to be NO staples, tacks or nails, tape, etc. used on any surfaces in the building and NO decorations are to be hung from the ceilings or walls. Particular care is to be exercised when moving objects not to hit the doors or walls, and they must be lifted and not dragged on the floor.
- 7) No food or drinks are allowed in the Council/Court Chambers.
- 8) There is to be NO smoking in or within five hundred feet of the building.
- 9) There is to be NO open flames (candles, lighters, sparklers, etc.).
- 10) Alcoholic beverages ARE PROHIBITED.
- 11) It is the community group's responsibility to remove all property, materials, and equipment brought in by the group for the meeting. Rubbish removal is the responsibility of the user group, which is to be bagged and removed from the building.



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- 12) The community group is responsible for restoring the facility as it was found.
- 13) All floors including the foyer and restrooms must be free of debris, swept, vacuumed and/or mopped, if necessary, at the end of each meeting. A mop, broom, bucket and vacuum will be provided. All other cleaning products will need to be supplied by the community group.
- 14) No meeting shall last later than 9:00 PM.
- 15) The community group shall abide by all state laws and by all rules and regulations established by the Town for the use of the Town Hall including, but not limited to, the maximum person's capacity limit. It is understood that any member of the Pine Ridge Town Council or any Town employee has the right to enter the premises at any time.
- 16) The community group shall abide by all current CDC recommendations and Town of Pine Ridge requirements regarding Covid-19.
- 17) No furniture or equipment will be loaned out or removed from the building.
- 18) Surveillance cameras are in use throughout the interior and exterior of the building, with the exception of the restrooms.

An application for use of the Town Hall shall be completed and signed by the responsible party from the community group and submitted to the Municipal Clerk not later than noon of the 7th day immediately preceding a regular scheduled meeting. Regular Scheduled Council Meetings are held on the second Tuesday of every month. Please be aware that the application is not final until Town Council has approved the use during a Town Council Meeting.

Use of the Town Hall may be revoked at any time for failure to abide by the rules and procedures. A calendar of approved scheduled use of the building shall be maintained by the Municipal Clerk.

The Town of Pine Ridge does not assume any liability for the acts of any individual, representative, or local community group using the Town Hall facilities.