



Town of Carrboro Room Use Agreement

Eligibility

Four rooms in Town Hall are available for use by Town of Carrboro staff, elected officials and committees of the Board, as well as Carrboro citizens, community groups, nonprofit groups, or private groups such as businesses.

Persons must be at least 18 years of age to reserve a room. Parents and legal guardians may reserve a room for use by their children aged 12 and older. In such cases, the parents or guardians are responsible for the conduct of the children. Children under 12 require adult supervision while using rooms in Town Hall.

Rooms Available for Use

Carrboro Town Hall has four rooms available for use: **Room 100** (seating capacity at table 8; 14 extra chairs available in the room), **Room 109** (audio-visual room seating capacity at the table is 12; 10 extra chairs available in the room) and **Room 110** (the Board Chambers, seating capacity 60, including 10 on the dais). A **conference room** in the Town Hall basement (seating capacity 12) is only available to outside groups if a staff member is present during the entire meeting. This room is not handicap accessible.

Hours of Use

These designated rooms are available for meetings Monday through Friday between the hours of business, 8:30 a.m.-5:00 p.m., as well as after hours until 10:00 p.m. Carrboro citizens and outside groups may reserve rooms during business hours and after hours. However, outside groups cannot reserve a room more than 30 days in advance, except by special permission. Take note that the basement conference room requires a code for entry and staff must be present during the entire meeting in that location. Please ensure that the time you schedule allows adequate time for set up and clean up. Meeting rooms must be returned to original setup (chair and table positions) and condition of cleanliness (trash created during a meeting must be deposited in an acceptable trash or recycling receptacle) at conclusion of meeting. If the meeting occurs after hours, only the front entrance of Town Hall will be open. Lock up after the meeting will be done by a Carrboro Police Officer.

Room Reservation

Reservations will be accepted on a first-come, first served basis. However, priority goes to Town Board meetings, Town committees, commissions and task forces. The Town of Carrboro reserves the right to reassign a reservation to another room or to pre-empt or cancel a reservation, and will provide notification if this occurs.

Carrboro citizens or outside groups must reserve a room through Town Hall's front desk, either in person or by calling 919-918-7300, as well as read and sign the usage terms and conditions

agreement. This agreement can be found on the Town of Carrboro website www.townofcarrboro.org or at the front desk. The signed agreement must be emailed to the address listed or turned into the front desk prior to the meeting date. No fee is required to reserve or use a meeting room.

Reservation Cancellation

For outside groups, room cancellation is required no less than 24 hours prior to the meeting date. Failure to notify the Town at 919-918-7300 may prevent the group/organization from future use. The Town of Carrboro reserves the right to withdraw its offer of conference room usage should an internal need supersede it. Should this situation arise, Town Hall will make every attempt to try to find an alternate room within the facility, but cannot guarantee availability.

Use of Furniture and Equipment

Under most circumstances a meeting room's furniture and equipment should be used as placed – furniture and equipment should not be rearranged. Chairs and dry erase boards are the most commonly and acceptably rearranged items in a room during a meeting. Tables should never be moved in rooms 100 and 109. Tables may be moved/reconfigured (tables have wheels) in the basement conference room. Tables and chairs may be requested for a specific arrangement in room 110 (**this must be requested at the time of the room reservation.**) Rooms 100, 109 and basement conference room have a large conference table style setup by default with additional miscellaneous chairs. Room 110 has no tables by default.

Under no circumstance may furniture and equipment be moved between meeting rooms. The only exception to this is when town staff is present and directs the moving of furniture and is then responsible for moving all furniture back to the original location and configuration **at the end of the meeting.**

At the end of a meeting, the meeting room must be returned to its original furniture and equipment configuration (how the room appeared prior to your meeting). The exception to this Room 110. Town staff will move furniture back to its original placement. Failure to return meeting rooms to their original configuration may prevent the group/organization from future use.

Food and Beverages

Food and beverages are allowed in all conference rooms. All trash, food and beverage related items must be removed and disposed of properly at the end of a meeting. Failure to return meeting rooms to original cleanliness may prevent the group/organization from future use. The Town of Carrboro does **not** provide any food and beverage service.

Audio-Visual and Technology Use

Audio-visual equipment contained in meeting rooms may be used when town staff is present in a meeting. Only town staff are allowed to operate the meeting room audio-visual equipment.

Only town staff can handle and load external content (content received from others than

town staff) onto audio-visual equipment for display. External content may be given to town staff on USB thumb drive, sent to town staff through email or sent to staff through an internet based upload/download services. Staff should use typical precautions, practices and common sense when handling potentially malicious content.

Audio-visual equipment contained in meeting rooms is **not** available for use by outside groups.

This includes any large screen TV's that are located in meeting rooms. In these cases, outside groups must supply their own audio-visual needs (such as laptops, projector, presentation screens and etc.). Using town audio-visual equipment (including plugging cables into or unplugging cables from large screen TV's) contained in meeting rooms without town staff present may prevent the group/organization from future use of the meeting room.

Internet access is available through the Town of Carrboro public and unsecure wireless network, tocwireless.net. This wireless network is available in all meeting rooms.

Restrictions

Smoking; all illegal drugs and other substances; weapons of all kinds, except law enforcement officers in the execution of their duties and public demonstrations; animals of any kind, except those serving individuals with special needs and those used in public demonstrations, are prohibited in Town Hall.

Costs

There is no rental charge for the rooms. Although the facility is offered free of charge, in the event of damage to the rooms or equipment, it is the Town of Carrboro's expectation that the group will be responsible for reimbursing, replacement, and repair and/or cleaning. The Town of Carrboro also does not allow groups to charge the attendees of their meeting/event.

Conditions of Use

Safety. Users must take all necessary precautions to ensure the safety and well-being of all participants.

Indemnity. The user agrees to indemnify and hold harmless the Town of Carrboro and its officers, agents and employees from all loss, liability, claims or expense (including reasonable attorneys' fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of the user except to the extent same are caused by the negligence or misconduct of the Town.

Liability. As a condition of using the facility, users shall hold the Town harmless from any claim or liability arising out of any activity or conduct of the group or individual while using the facility in question.

Compliance. Users are responsible for compliance with all ordinances, codes, policies, and laws related to the proposed use of Town buildings, grounds.

Non-Discrimination. Town Hall meeting facilities are available on a non-discriminatory basis and accommodate individuals regardless of gender or gender expression, race, ethnicity, religion, national origin, physical or mental disabilities, or marital status. Note: the basement conference room is an exception to this clause and is not handicap accessible.

Reservation of Rights. Carrboro reserves the right to prohibit the use of Town Hall meeting rooms, for just cause, including, but not limited to, improper use or prior misuse of facilities, failure to abide by the provisions of this policy, disruption of Town business, and failure to compensate the Town Hall for use and/or damages to the facility.

Waiver of Terms. The Town Manager reserves the right to waive or vary any provision in this policy when doing so would more effectively serve the public's interest, except when prohibited by law.

Disclaimer. In making Town Hall facilities available for use under this policy, the Town of Carrboro assumes no obligation nor responsibility for the activities of the individuals or groups and makes no direct or indirect endorsement of the activity.

*Please read these terms and conditions before reserving a meeting room in Town Hall. A signed agreement is required to reserve a meeting room in Town Hall. **By signing below, you agree to these terms and conditions. Please sign and return to the Town Hall front office before your meeting.** You may also scan and email this document to: finance@townofcarrboro.org.*

Name: _____

Organization: _____

Address: _____

Phone Number: _____

Meeting Room Requested: _____

Date: _____

Signature: _____