



CITY OF HAVELOCK FACILITY USE POLICY

Adopted 08/10/15

General Guidelines:

Specific City of Havelock facilities are available for use by all City Boards and Committees who are conducting official City Business, free of charge. Use of these facilities is also available, free of charge, for other local, state and federal government agencies depending on availability and hours of operation. These facilities are identified as:

- Havelock City Hall
- Havelock Police Department
- Havelock Fire/Rescue Department
- Havelock Parks & Recreation Meeting Room
- Havelock Senior Center

Havelock-area non-profit organizations whose purpose is to provide services to the citizens of Havelock may use the Havelock Senior Center and the Parks & Recreation Meeting Room to conduct meetings at no charge, depending on availability.

The use of these buildings/areas used must be put back in the same manner and condition in which they were found.

Non-Discrimination:

No organization which discriminates in its membership enrollment or activities on the basis of race, ethnicity, religion, sex, nationality, or citizenship may use City of Havelock facilities.

Political Activity:

No Political Campaigning or Political Organizing is permitted within City of Havelock facilities.

Business Use:

The use of City facilities is for government business purposes only (i.e., organizational meetings.) Use of these building for sales events, solicitation and/or fundraising is not permitted.

Emergencies and Unforeseen Circumstances:

On occasion there may be circumstances where the City may have to use a reserved room for emergencies or other important government functions. Therefore, the City reserves the right to cancel or reschedule meetings or reservation with little or no notice.

MINIMUM REGULATIONS FOR USE OF CITY FACILITIES:

Any individual or organizations receiving permission to use the identified City facilities are expected to comply with the following regulations as a condition of use. Your signature on the application indicates your understanding of these procedures and your willingness to comply therewith:

1. Lock all exterior doors before leaving
2. Lights - All indoor and outside lights must be off when you leave.
3. Place all tables and chairs back in their original placement.
4. Use of any computer and/or audio equipment must be approved by the City Manager.
5. Clear the area of all refuse. A Trash Can and a Recycling Can are located inside the facility. Recycle if you can.
6. Nothing is to be tacked/nailed to the walls.
7. Clean the area and return the facility to its original order.
8. All equipment/supplies used by the parties must be removed from the premises.
9. No outside advertisement is allowed. No banners or signs are to be utilized on the exterior of the building.
10. Fire Safety: Make sure all attendees are aware of escape routes out of the building.
11. No alcohol or tobacco is permitted.

Individuals or individuals representing organizations will be asked to sign an agreement to signify their understanding of these regulations. Non-compliance may jeopardize future use.

Name of Agency: _____

Address: _____

Telephone: _____ Name of Responsible Party: _____

Date(s) of Use: _____ Hours of Use: _____

I have read the policy governing the use of the _____
and agree to abide by all the regulations in the policy.

Signature of official: _____

Title: _____

Date: _____