



TOWN OF BELVILLE

TOWN HALL FACILITY USE POLICY

Commissioners' Chambers

Listed below are the policies and regulations governing the use of the Town of Belville's Commissioners' Chambers. These policies and regulations are applicable in all situations as described. However, the primary purpose of the Commissioners' Chambers is for the meetings, scheduled and unscheduled, of the Town of Belville Board of Commissioners, any board, committee or commission of the town, all other departmental functions of the town and other outside agencies as approved by the Town Clerk. The right is reserved to utilize the room at any time by the Belville Board of Commissioners, staff, or any other board or commission of the town. The authority of reservation supersedes all other reservations. Any deviation of this policy shall have the prior approval of the Board of Commissioners.

1. The Commissioners' Chambers are available to outside agencies for meetings or functions deemed appropriate by the Town Clerk. The chambers are available Monday through Friday from 8 am to 4 pm only. Reservations for the room shall be arranged on a "first come-first serve" basis.
2. In order to reserve the Commissioners' Chambers, the applicant must be a representative of an outside agency and shall be the designated person to be responsible for the event. This person must be present for the entire event.
3. All requests for reservations of the chambers shall be made at least ten (10) working days in advance of the function. All requests must be submitted in writing on the reservation form available at Town Hall or at www.townofbelville.com and approved by the Town Clerk
4. No special set-ups will be provided by the Town of Belville nor will any agency be permitted to rearrange the Commissioners' Chambers.
5. Meetings and other activities held in the Commissioners' Chambers must not disrupt the operations of other offices located at Town Hall. The person or organization reserving the chambers shall be responsible for leaving the chambers in proper order and shall be

responsible for any damage to town property. The organization or persons reserving the chambers are responsible for obtaining any audio-visual equipment, supplemental equipment or furniture that may be needed. The Town does not furnish any such facilities nor the use of telephones, office facilities, such as secretarial assistance, paper, notepads, coffee making apparatus, etc. Nor is the use of the break room included in the reservation of the Commissioners' Chambers.

6. The Commissioner's Chambers will hold 70 persons. This capacity may not be exceeded under any circumstances. Smoking is prohibited anywhere in the Commissioners' Chambers or within ten feet of the Town Hall building.
7. Parking may be used in the parking lot at the rear of the Town Hall building. Other public parking areas are to be reserved for customers.