



TOWN OF ATLANTIC BEACH



PROCEDURES FOR USE OF BOARDROOM

1. Boardroom shall be available for use by any nonprofit organization or civic association that is located in Atlantic Beach or whose majority membership is comprised of residents of Atlantic Beach.
2. Application for use of the Boardroom shall be made through the Town Clerk's office and shall be approved on a "first come, first serve" basis. USE OF THE BOARDROOM FOR OFFICAL BUSINESS OF THE TOWN SHALL HAVE PRIORITY OVER ANY OTHER USE.
3. In situations where the event to be held is outside normal Town Hall business hours, the Applicant or designee should respond to the Police Department and notify the telecommunicator on duty the purpose of the requested use of the boardroom. A police officer will escort the Applicant/designee to the boardroom and open the facility. Upon completion of the event, the Applicant should secure both DOOR HANDLE locks and doors and return to the police department to notify the telecommunicator that the event has been completed.
4. Smoking is strictly prohibited inside the Boardroom
5. Any form of alcohol is prohibited on Town premises or Town property.
6. Solicitation is prohibited on Town premises or Town property.
7. No signs or any other objects are to be nailed, drilled, tacked or otherwise attached to any wall of the Boardroom. A combination chalkboard/bulletin board, television, VCR and projector screen are available in the Boardroom for use by the Applicant. Please note on the application if any type of media listed above will be utilized. LAPTOP COMPUTER AND RECORDING SYSTEM ARE NOT AVAILABLE FOR PUBLIC USE.
8. Applicant agrees to be responsible for compliance with all rules and regulations governing the use of the Boardroom and for any and all damages to the facility and equipment therein, and hereby agrees to clean up the premises and leave the premises in good order and repair as was upon arrival. All trash shall be removed. All lights shall be turned off. Thermostat shall be reset to the temperature setting it was on upon arrival. DO NOT TURN OFF THE THERMOSTAT. APPLICANT WILL ENSURE THAT ALL DOORS ARE FIRMLY CLOSED AND LOCKED.
9. Applicant agrees to indemnify and hold harmless the Town of Atlantic Beach for any injury or damage to any person or person's property that occurs during, or arises out of, occupancy and use of the Boardroom.
10. A non-refundable rental fee of One Hundred dollars (\$100.00) and security deposit of One Hundred Fifty dollars (\$150.00) is required for use of the Boardroom. The security deposit will be refunded within fourteen (14) business days upon satisfactory inspection of the Boardroom by the Town Clerk.
11. Completed application, signed "Procedures For Use of Boardroom", \$100.00 rental fee and \$150.00 security deposit must be received in the Town Clerk's office **NO LATER** than two (2) weeks prior to the date of the event.
12. Cancellations must be made **NO LATER** than one (1) week prior to the date of the event in order to receive a full refund of the rental feel and security deposit. Cancellation notifications should be in writing and forwarded directly to the Town Clerk at 125 W. Fort Macon Rd., Atlantic Beach, NC 28512 or emailed to townclerk@atlanticbeach-nc.com.

13. Any cancellations that are due to conditions beyond your control (rescheduling due to official town business, natural disasters, etc.) are excluded from the cancellation notification requirement. Any cancellations made due to official town business, the applicant will be notified of such as far in advance of the scheduled event as possible with a full and complete refund of all monies received.
14. All forms may be accessed and printed from the town's website at atlanticbeach-nc.com or picked up at Town Hall, 125 West Fort Macon Rd., Atlantic Beach, NC. Completed forms should be sent to: Kelly Cyrus, Town Clerk, Town of Atlantic Beach, P. O. Box 10, Atlantic Beach, NC 28512.
15. Types of payments accepted: Check, Cash, Money Order. All checks or money orders should be made out to: Town of Atlantic Beach
16. If you need further assistance, please contact Kelly Cyrus, Town Clerk at (252) 726-2121, ext. 238; townclerk@atlanticbeahc-nc.com; or 125 West Fort Macon Rd., Atlantic Beach, NC. 28512.
17. Any Applicant, designee or person involved in or with the event found to be violating any of these regulations may be asked to vacate the Boardroom immediately, forfeit the security deposit, and be denied future use of the Boardroom.

Signature of Applicant

Date

***** Please retain a copy of this document upon completion for your records.**



APPLICATION FOR USE OF BOARDROOM TOWN OF ATLANTIC BEACH, NC

CONTACT INFORMATION:

**** Note: Occupant of the Boardroom must be a nonprofit organization or civic association that is located in Atlantic Beach or whose majority membership is comprised of residents of Atlantic Beach.**

Name of Applicant _____

Name of Organization _____

Address _____

Phone: Work _____
Cell _____
Other _____

Dates and Times Requested:

Date _____ Time: From _____ To _____
Date _____ Time: From _____ To _____
Date _____ Time: From _____ To _____

Briefly describe the activity for which the Boardroom will be used:

Approximate number of persons in attendance: (max: 100) _____

Will Applicant be in attendance? If no, please list who will be the point of contact for the event and any contact information for that individual during the event:

Type of Media used, if applicable: (see "Procedures"): _____

On behalf of the organization named above, I agree to abide by the attached "Procedures for Use of Boardroom" ("Procedures"); to be responsible for any damages to the Boardroom and equipment therein; to clean up the premises and leave the premises in good order and repair; and to indemnify and hold harmless the Town of Atlantic Beach from any liability resulting from or related to the use of the Boardroom.

I understand that a One Hundred dollar (\$100.00) non-refundable rental fee is required along with a One Hundred Fifty dollar (\$150.00) security deposit that is refundable upon inspection of the Boardroom with a result of satisfactory and that failure to abide by the Procedures may result in its forfeiture.

Signature of Applicant

Date

***** Please retain a copy of this document upon completion for your records.**