VILLAGE OF WESLEY CHAPEL

Town Hall Usage Policy

Overview

The Village of Wesley Chapel was proud to open its first building, our Town Hall, on February 1st, 2014. As such, we would like to keep the facility in good condition so it can serve the community for many years. We also recognize that there are times when organizations would like to avail themselves of the use of this beautiful, taxpayer funded facility.

The intent of this policy is to set basic guidelines for non-Village government usage of the Wesley Chapel Town Hall. This policy is by no means inclusive of every situation and request, but simply sets basic parameters and a process of requesting usage of the Town Hall facility. Exceptions will be considered based upon merit and availability of the facility.

Restrictions

- Standing scheduled Village Board and Committee meetings take precedence in all situations. These can be identified on the Village website either on the monthly calendar and/ or under the Regular Meetings listing.
- Requests will be considered first from organizations that are comprised of Village residents. If no reservation requests have been made, non resident requests will be considered on a case by case basis.
- There is no food or drink permitted in the Meeting Chambers with the exception of bottled water.
- There is no alcohol or tobacco permitted.
- No tape, tacks, nails, glue, pins, etc. are to be put in or on the walls, windows, floors, doors, light fixtures, heating vents, etc.
- Village furnishings are to be left as found. Any necessity for clean-up, etc. will incur an additional charge.
- There are no meetings that will be allowed for building/ construction/ assemblage of any crafts or projects.

Meeting Room Details

- Seats approximately 90.
- Two tables are available but not typically set-up in the Meeting Chambers.
- Audio visual capabilities exist, including microphones, speakers, projector and projector screen and laptop connection.
- Attached conference room that seats up to 12 can also be utilized.
- There are men's and women's restrooms in the facility.
- The night of your meeting/ event, please use the main doors off the large parking lot to enter.
- Interior light switches for the foyer and Chambers exist near the entrance to those areas; please remember to shut them off when exiting the building (restroom lights are on sensors).

- Exterior doors can be set to stay unlocked via hex key located in the Chamber's foyer under the light switch; remember to lock the exterior doors before exiting after your meeting.
- Please place your key in the box on the table near the security panel before entering your passcode into the alarm panel, arming the system. All exterior doors must be closed to successfully arm the system.
- Once the system has been armed, please exit the building within 20 seconds. If you remembered that you forgot something (before you exit) please re-enter your security code in the alarm panel. Then repeat the above steps when you are ready to leave.

Meeting Reservation Process

- Check Village website for meeting space conflicts on Calendar at www.wesleychapelnc.com.
- Contact Village Clerk or Assistant at 704-839-0182 X2001 during business hours, 9am to 5pm, Monday thru Thursday (no Friday office hours).
- Provide date/ time reservation request at least two weeks in advance, along with name of the organization and contact information (name/ phone number). Please include any additional time for set-up in your request (early arrival).
- Staff will call you back within 2 business days of your request with confirmation if your date/ time is available for your event.
- Once your reservation time is confirmed, payment in full is required to hold your reservation and must be received within 72 hours. If check is not received within 72 hours you will be notified your event has been removed from the calendar and the date released.
- Cost for rental of the meeting space is $100 per event for up to 4 hours with an additional refundable key deposit of $25. Additional time may be reserved for $25 per hour. This is to cover Village expenses (lights, heat, cleaning, etc.). Requests for waiver of the rental costs from non-profit or community groups will be considered by the Village Council at their regularly scheduled monthly meetings (2nd Monday of each month).
- Please either come by the Town Hall during business hours to drop off payment or mail a check payable to the Village of Wesley Chapel in advance of your meeting.
- The meeting facility is expected to be left in the same condition as found. If that is not done, it may affect future meeting reservations and also incur a charge for cleaning, repairs, etc. depending on the severity of the impact on the facility.
- Reservations are limited to no more than once per quarter per organization at the present time to ensure we can accommodate multiple groups.

Cancellations must be in writing and must be made no later than 10 days prior to your meeting. If you do not cancel your meeting, the remainder of your payment is due at that time. If cancellation is necessary, within the cutoff time frame, your deposit will not be refunded but you may apply the deposit to a future available date.

PLEASE RESPECT OUR FACILITY AS IT REPRESENTS THE COMMUNITY OF WESLEY CHAPEL AND WE WANT TO ENSURE THE COMMUNITY CAN CONTINUE TO USE IT.