

Due to impacts from Hurricane Florence, the use of Town Hall for other functions was temporarily suspended. On October 22, we plan to re-open Town Hall for functions but on a modified basis. The small meeting room is currently occupied by the Police Department and is no longer available for any group or function. The only room that is available is the large meeting room. Having only one room available has created a few scheduling issues. The meetings that have been approved through November 30, 2018 are currently listed on the calendar on the Town's webpage. After that date, we will reassess the situation. If your event is not on the calendar that means it has been removed due to a scheduling conflict. Luckily, there were only a few conflicts. That does not mean that your function must be cancelled. It simply means that it must be rescheduled to a different time. Someone from your group must call to make a new reservation for any previously reserved function that does not now appear on the calendar.

In regards to the use of Town Hall, there are a few items that need to be addressed. Some functions are scheduled very close together. If your function is scheduled to end at 10 a.m. that means you must be out of the room by 10 a.m. It does not mean that you should start ending your meeting at 10 a.m. This has created issues before, so please be punctual on your departure time and adhere to the time limits of your reservation. The same rule applies to your start time. If your function starts at 9 a.m. do not expect to be able to use the room prior to 9 a.m. Your group, not Town staff, is responsible for all set-up and take-down of the tables and chairs used for your function and for cleaning of the room after your meeting. If you cannot arrange for all of this to be done, you cannot use the facility.

Also, please be aware that the primary function of Town Hall is to conduct Town business. Noise levels from functions during Town Hall hours often are disruptive. In order to lessen noise from the meeting room interrupting town business, the doors to the meeting room must remain closed at all times. Another problem we have experienced occurs when individuals who are arriving for or leaving from the meeting, stop to talk in the hallways of Town Hall. Please refrain from talking in the hallway. The primary exit door from the large meeting room should be the exit door that opens onto the porch at Town Hall. Use it to exit the building. Using that door will eliminate traffic in Town Hall. When possible, you should also enter through that door.

Last year, the Town spent over \$5,000 on new tables and chairs for Town Hall. Sadly, many of them have already been stained or damaged due to misuse by groups/individuals who are using the facility. If your group causes any damage to Town Hall, your group is responsible for repairs. This includes cleaning of the carpet due to stains. If you cannot comply with all of these rules, you should make arrangements to conduct your meetings at another location.