



NEW HANOVER COUNTY
COUNTY MANAGER'S OFFICE
Administrative Memorandum

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Approved by:	Chris Coudriet, County Manager

Meeting Room Policy

I. INTRODUCTION AND PURPOSE

New Hanover County owns and operates many public meeting room facilities. Some of the meeting rooms are intended for county business only and other facilities can be used by the public for uses unrelated to New Hanover County business. This policy is designed to provide clarity and uniformity for New Hanover County meeting rooms and expectations for public use unrelated to New Hanover County business. Any meetings that are sponsored by New Hanover County or are opportunities for New Hanover County staff to provide communications and outreach about facilities and services provided are exempt from this policy.

II. ORGANIZATION(S) / INDIVIDUALS AFFECTED

The following meeting rooms are the only meeting rooms that the public will be allowed to use for meetings unrelated to New Hanover County business:

- New Hanover County Library meeting rooms (study rooms are exempt)
- Cape Fear Museum Williston Auditorium
- New Hanover County Arboretum (meeting room only)

III. POLICY

Eligibility

- a. Meetings that are free and open to the public
- b. Community groups with cultural, educational or civic emphasis under non-profit sponsorship; governmental agencies, municipal, state, and federal; for-profit organizations for purposes that align with the county's mission.

- c. New Hanover County resident or a valid library card that has borrowing privileges

Reservations

- d. Only one meeting may be reserved at a time
- e. Meetings can be reserved no more than 45 days in advance

Set up/Tear Down

- f. Meeting room is expected to be left in accordance with standard set up configuration posted inside the room.
- g. Electronic and audio visual equipment is self-serve and must be left in good working order.
- h. Reservation time must include 30 min prior and after for set up and clean up.

Refreshments

- i. If serving alcohol, must have Risk Management and County Manager approval.
- j. Food is not allowed in hallways or computer areas.

General Conditions of Use

- k. The applicant may not claim endorsement by New Hanover County or imply that New Hanover County is sponsoring the event.
- l. The applicant must confine display of signage, registration, distribution of literature and meeting activities to the reserved meeting space.
- m. The applicant must be present in the meeting space for the entire period of use.
- n. Fundraising (except Friends of the Library, Library Foundation, Cape Fear Museum Associates, Airlie Foundation, Friends of the Arboretum, and/or Parks Conservancy Board) is not allowed in county meeting rooms.
- o. Private meetings and gatherings, worship services, political campaigns and rallies are not allowed.
- p. All performing arts (including theatrical props such as toy swords, guns, knives, etc.), physical activity/exercise classes, clinical activities (vaccinations, blood draws, health screenings, massage, alternative medical treatments) are not allowed.
- q. Interview or audition style meetings are prohibited.
- r. Animals, insects or other living organisms with the exception of service animals are not allowed.
- s. Children must be supervised at all times.

Exemptions

- t. The County Manager or his designee may make exceptions to any of these conditions.