

**POLICY FOR COMMUNITY USE OF THE JOHN M. MCEWEN ASSEMBLY ROOM AND  
MINT HILL TOWN HALL FLEX ROOM**

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Use of the Flex Room shall be for non-repetitive activities of short duration which are in the interest of the Town, provided such activities do not conflict with the regular scheduled or called meetings of the various Boards and Committees of the Town necessary to conduct the official business of the Town. For purposes of this rule, non-repetitive activities are defined as those activities requiring the use of the Assembly or Flex Room(s) no more than once every thirty (30) days.

In case of conflict between a meeting of the various Boards and Committees and the Town, a forty-eight (48) hour notice will be given to the organization reserving the facility of the cancellation of their reservation.

All organizations and groups reserving the Room(s) must complete a reservation agreement and agree to pay the quoted charges in full.

A reservation application, as provided by the Town of Mint Hill, must be submitted to the Town Manager or his designee at least two (2) weeks before the reservation date. Said application must be submitted in full. At least one (1) week before the reservation date, the Town Manager or his designee shall grant or deny the use of the Room(s). Approval or denial of all applications shall be on a uniform basis based on factors such as (1) the expected wear and tear on the Room and the Town Hall; (2) conflicts with regular scheduled or called meetings of the various Boards and Committees of the Town; and, (3) conflicts with previously approved applications for citizen use of the Room.

The Board of Commissioners of the Town of Mint Hill shall act as a review board for any group or organization seeking relief from the decision of the Town Manager in granting or denying the use of the Room(s). Such review request must be made in writing, addressed to the Mayor of the Town of Mint Hill, and submitted at least two (2) weeks before the date of a regularly scheduled meeting of the Board of Commissioners.

All activities must be under appropriate supervision. The sponsoring organization must also assume full responsibility for payment of all damages to the building, grounds, and/or furnishings. Only facilities specifically approved are to be used.

Only furnishings provided by the Town may be used unless the Town Manager grants permission to use additional items. The group or organization must remove any such approved items upon the termination of the reservation date.

Refreshments are allowed only in the Flex Room. No food or drinks are allowed in the John M. McEwen Assembly Room. Groups must clean up after themselves or risk forfeiting their deposit.

The use of open flame is prohibited. Gambling, including but not limited to, raffle, bingo and other games of chance and the possession, display or use of alcoholic beverages are also prohibited.

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Organizations or groups will be issued an access code to the building and/or Flex Room. Due to security concerns, the access code must only be used by those attending the meeting. Under no circumstances are the doors to Town Hall to be propped open. The access code will work during the set reservation time. Reservation time shall terminate by 11:00 p.m.

Reservations may not be transferred from one group or organization to another. Reservation cancellation must be made at least forty-eight (48) hours before the scheduled reservation date for a refund to be considered.

All groups requesting the Room(s) shall be non-profit organizations for non-income producing uses.

**Fees and Security Deposit**

Organizations or groups reserving the Room(s) shall pay the applicable hourly rate and refundable security deposit found in the Town of Mint Hill Fee Schedule. All fees and deposits must be paid in full when booking the room reservation.

Any damage to the facility over the security deposit shall be charged to the group or organization using the facility. Said organization or group and the members thereof shall be completely responsible for clean-up fees or damages of any other type resulting from the use of the room(s) or Town Hall complex.

The Town may initiate any proceedings appropriate for collecting any such damage. Failure to leave the premise in good order shall also result in the termination of any other reservations for said group or organization.

As a part of the reservation for the use of the John M. McEwen or Flex Room, it is stated that the room should be left in a clean and orderly manner. A security deposit is charged for each time the room is used and held by the Town to ensure the room(s) are left clean.