



**Robert O. Oakes, Jr.**  
Mayor

**Doug Remaley**  
Mayor Pro Tem

**Cliff Ogburn**  
Town Manager

## **Town of Nags Head**

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**Anna D. Sadler**  
Commissioner

**M. Renee Cahoon**  
Commissioner

**Susie Walters**  
Commissioner

Board of Commissioners Policy

### **Public Building Policy**

(Adoption Date: November 6, 2002)

(Updated: June 4, 2003)

(Updated: March 7, 2007)

(Updated: April 3, 2013)

#### **Facilities covered**

- Board Room and Board Room Conference Room
- Town Hall Meeting Rooms (Library, Conference Room, and Police Training Room)
- South Wing of Fire Station 16

#### **Facilities covered under separate policies**

- Town Parks – Barnes Street and Harvey Soundside
- Town Ocean and Sound Accesses

#### **Principles of Use**

- The Town has priority in the use of all facilities and reserves the right to cancel the use of facilities or reassign facilities if there are conflicts with Town use of the facilities.
- The Town expects users to respect the Town's facilities and to leave them in good condition, clean and ready for use when they leave.
- The Town does not allow the use of Town equipment and supplies including computers, copiers, projectors, and audio-video equipment.
- To ensure the security of Town Hall groups not associated with the Town may use Town Hall Meeting Rooms only when Town Hall is open for business (Mon.-Fri 8:30a.m.-5:00p.m) Town Staff, Boards and Committees may use Town Hall Meeting Rooms as needed. The Town may allow the use of Town Hall Facilities at other times if the Board Room is already in use.

- In order to allow the Town the greatest flexibility of use the Town does not allow the use of Town Facilities for regularly scheduled meetings of any group without approval by the Board of Commissioners. Such approval will only be granted when there is direct benefit to the Town for such meetings and no other facility is available for the meetings.
- It is the responsibility of the group using the facility to do any set up prior to the start of the meeting.
- Reservations require a deposit of \$50 by all groups not associated with the Town. The deposit shall be returned if the facility is left in good order.

**Priority of use**

- Town of Nags Head Board of Commissioners
- Town Boards and Committees
- Town staff
- Federal, State and Local government boards and agencies for meetings on issues affecting the Town.
- Federal, State and Local government boards and agencies for meetings on issues not directly affecting the Town
- Political Party precinct meetings as required by NCGS 163-99

**Approval, Scheduling and associated issues**

- Groups not associated with the Town (Priority 4-6) may reserve Town facilities up to 60 days in advance of the use date.
- The Town Manager or their designee must approve all reservations.