Town of Fenwick Island

Town Hall Meeting Room Use Policy

1. General

The meeting room and public facilities located within Fenwick Island Town Hall are public facilities available, on an as-available basis, for reasonable use by Fenwick Island property owners and organizations that serve the public interests of the Town.

The Town Clerk shall administer and interpret this policy on behalf of the Town Council and review reservation requests for approval.

Town functions, including but not limited to Town Council meetings, workshops, public hearings, elections, and official Town events shall take priority over all other uses of Town facilities.

In certain circumstances, the Town Clerk may seek guidance from the Town Council prior to approving or denying a reservation request. Any decision may be appealed to the Town Council at the next regularly scheduled meeting, where the Council may uphold or reverse the decision by majority vote.

2. Definitions

Fenwick Island Property Owner or Resident: As defined in the Town of Fenwick Island Charter.

Public Service Groups: Nonprofit organizations whose primary purpose is serving the public interest of residents of Fenwick Island and surrounding communities.

Government Organizations: Local, county, state, or federal agencies with responsibilities or jurisdiction affecting the Town of Fenwick Island.

Commercial Organizations: Associations or organizations representing or including for-profit businesses located in Fenwick Island.

Local Businesses: Commercial entities that own or lease commercial space and hold a valid Town of Fenwick Island business license.

Political Parties: Organizations whose purpose is to support or promote candidates for federal, state, county, or municipal offices.

3. Permitted Activities

Permitted uses of Town Hall facilities include Town-sponsored events, public service organization meetings, government meetings, organizational meetings or social gatherings, and meetings of clubs, associations, and chambers of commerce.

If an organization wishes to conduct an activity not listed above, special permission may be requested from the Town Council. Approval may be granted by a majority vote of the Council at a regularly scheduled meeting.

4. Prohibited Activities

The following activities are not permitted within Town Hall facilities:

• Commercial activity involving the buying, selling, or trading of goods or services for profit
• The Town Hall meeting room use shall not be used for campaign fundraising activities or partisan campaign operations
• Any activity that disrupts normal Town operations or public access to Town services

5. Eligibility to Reserve the Facility

Reservations for permitted activities may be made by employees of the Town of Fenwick Island, Fenwick Island property owners or residents, public service groups, government organizations, and local businesses or commercial organizations located in Fenwick Island town limits.

6. Reservation Procedures

If the requested date and time are available, the applicant must complete the Town Hall Meeting Room Reservation Form acknowledging the terms and conditions of use. The completed form and any required payment must be submitted prior to confirmation of the reservation. Once approved, the reservation will be entered onto the official Town calendar.

The Town Council reserves the right to cancel a reservation if the facility is required for Town business. Any applicable fees or deposits will be refunded if the Town cancels the reservation.

Public access to Town Hall offices must remain available during normal business hours.

7. Fees

Fees for the use of Town Hall facilities shall be established by the Town Council.

Public service groups and government organizations may request to be exempt from the required deposit; however, determination regarding any fee or deposit waiver remains entirely within the discretion of the Town Council or the Town Clerk.

All other users shall submit a non-refundable rental fee of $40.00 and a refundable deposit of $40.00 (totaling $80.00). The deposit will be returned if the facility is left clean, free of damage, and in the same condition as upon arrival.

8. Liability, Indemnification, and Insurance

The Town of Fenwick Island shall not be liable for personal injury, damage to property, or loss of property occurring during the use of Town facilities.

The applicant agrees to indemnify, defend, and hold harmless the Town of Fenwick Island, its elected officials, employees, and agents from and against any claims, damages, losses, or expenses arising from the use of Town facilities.

The Town may require the applicant to provide proof of liability insurance naming the Town of Fenwick Island as an additional insured for certain events or activities.

All users must comply with applicable laws and regulations, including Fire Marshal occupancy limits.

Smoking, vaping, and the use of tobacco products are strictly prohibited inside Town Hall.

9. Damage to Property

The applicant shall be responsible for any damage to Town property occurring during the use of the facility. Costs for repair or replacement may be deducted from the deposit or billed directly to the applicant if damages exceed the deposit amount.

The meeting room must be left in a clean and orderly condition following use. All trash must be removed or placed in designated receptacles, furniture returned to its original arrangement, and any materials brought into the facility removed by the applicant. Failure to do so may result in forfeiture of the security deposit and may affect eligibility for future reservations.

10. Non-Discrimination

Use of Town facilities shall not be denied on the basis of race, color, religion, sex, national origin, disability, age, or any other protected class under applicable federal or state law.

Approval of a reservation request does not constitute endorsement or sponsorship by the Town of Fenwick Island of any organization, activity, or viewpoint expressed during the use of the facility.

11. Administrative Discretion

The Town of Fenwick Island reserves the right to deny or revoke any reservation request that does not comply with this policy or that, in the judgment of the Town Clerk, may interfere with Town operations, public safety, or public access to Town services.

12. Miscellaneous Provisions

Alcoholic beverages may be served only with prior approval from the Town Council. Alcoholic beverages may not be sold under any circumstances. Any permits required by law are the responsibility of the applicant.

Sound systems or electronic equipment may be used provided they do not damage the facility.

The Town Clerk, in consultation with the Mayor or President of Council when necessary, shall have final administrative authority regarding equipment or activities permitted within Town Hall facilities.

Adoption

This policy is adopted by resolution of the Town Council of the Town of Fenwick Island and shall govern the use of Town Hall meeting facilities unless amended by future action of the Town Council.

Adopted by the Town Council of the Town of Fenwick Island, Effective May 27, 2026.