

**SOUTH GRANVILLE WATER AND SEWER AUTHORITY
MEETING ROOM POLICY**

This policy is to regulate the uses of the South Granville Water and Sewer Authority ("SGWASA") Meeting Room located at 209 West C Street, Butner, NC (the "Room").

The Room is primarily designated for the use of the SGWASA Board and its committees and sub-committees for the management of SGWASA. The room is also secondarily designated for use by the SGWASA Staff as approved by the SGWASA Executive Director.

Organizations outside of SGWASA allowed to use the Room will be limited to the Granville County, the municipalities within Granville County (Butner, Creedmoor, Oxford, Stem, and Stovall), and the Kerr-Tar Regional Council of Governments (the "Governmental Units"). All use of the Room shall be for official business by said Governmental Units.

Outside use of the room will be allowed on an "as available" basis. Requests for use will be placed with the SGWASA Clerk, who will keep a Room use calendar.

Any outside user of the room will be responsible for maintaining all equipment, furnishings, and structure in its original condition.

Any outside user will be responsible for opening and securing the room at each use. A key will be available during normal business hours from the SGWASA Clerk.

No user shall exceed the occupancy limit placed upon the Room.

A fee for outside use may be charged as approved by the SGWASA Board.

This policy is subject to change at anytime as approved by the SGWASA Board Members.

Insuring adherence to this policy as well as additional constraints to maintain the usable status of the equipment and furnishing will be the responsibility of the SGWASA Executive Director. Before any meetings shall be held in the Room which are open to the public, the respective Governmental Unit shall be required to present proof of general liability insurance and such other forms of insurance as the Executive Director and SGWASA attorney shall require.



Ron Alligood, Chair



Terry Bullock, Clerk