

Town of Southern Shores
5375 N. Virginia Dare Trail, Southern Shores, NC 27949
Phone 252-261-2394 / Fax 252-255-0876
www.southernshores-nc.gov

Rules for the Use of Pitts Center

All groups wishing to hold a function at the Pitts Center must reserve a meeting space in advance by contacting Town Hall at (252) 261-2394 during normal business hours (8:30 AM – 5:00 PM, Monday-Friday). The main meeting room and a small room are available for use.

The Pitts Center may not be used for personal functions such as weddings or parties. Note that Town functions take precedence over all other functions.

Rules for the Use of Pitts Center

1. The reserving party for a meeting space is to provide a contact name and phone number and sign a copy of these rules for the Town file. A copy of the rules will be provided to the reserving party.
2. Each party is responsible for any damages that may occur during your meeting time. You should inform the Town staff immediately if any damages occur. Town staff will be inspecting the meeting area following the meeting. If damages are found, you will be invoiced for repair of said damages.
3. The reserving party accepts responsibility for leaving the space in good order when the meeting concludes. Tables and chairs must be placed back in their original configuration by the reserving party.
4. A key fob will be issued to the reserving party and must be returned to the Town promptly after the meeting has occurred. Groups who hold regular meetings in the Pitts Center may be issued a permanent key fob for their use upon approval from the Town. If a key fob is lost, a replacement may be issued for a fee of \$40.
5. If the reserving party needs to use the audio/visual equipment, you must receive proper instructions from the Town staff prior to the meeting.
6. NO food preparation allowed.
7. NO alcoholic beverages allowed.
8. NO smoking allowed in the building.
9. NO concealed hand guns allowed.
10. If coffee is to be provided, you must bring your own coffee pot and supplies.
11. It is your responsibility to make sure the area is clean before you leave.
12. Night meetings must conclude by 11:00 PM.

THE RESERVING PARTY MUST COMPLETE THE FOLLOWING BEFORE LEAVING THE PREMISES:

- Empty all trash and recycling into containers outside, or bag and place in lobby.
- Return all chairs and tables to the position they were found.
- Make sure ALL lights (including bathrooms) and audio/visual equipment are turned off.
- If you adjust heat/air, return to original default settings.

Failure to follow one or more of these rules shall be cause not to allow the reserving party future use of the Pitts Center or other Town facilities.

Type of Uses for Spaces

Use of space by a reserving party can be on a regular on-going basis or a one-time use.

Please check appropriately:

- Regular on-going use of space
- Use with food/beverage
- One-time use

I hereby acknowledge that I have read and will abide by these Rules.

Date: 21 June 2016 Signature: /s/ Robert J. Yanacek
Robert J. Yanacek, Adjutant

Group Name: Marine Corps League Outer Banks Detachment

Contact Phone Number: (252) 305-4768

Contact E-Mail: info@obxmarines.org