



Town of Chapel
Hill, NC
Operations 6.3

Effective Date:
January 1, 2015

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Approved By:
Roger L. Stancil,
Town Manager

A blue ink signature of Roger L. Stancil, Town Manager.

Use of Town Buildings, Facilities, and Equipment

I. POLICY

A. Use of the Court Room in the Post Office

1. Priority Use: By previous agreement, the Town has granted the Court priority usage of the Court Room in the East Franklin Street Post Office building.
2. Free of Charge and Open to the Public: All non-governmental programs must be free of charge and open to the public as required by law.
3. Reservation: Reservation for the Court Room should be made by contacting the Clerk's Office at 968-2743. The Court Room is available for use on weekdays after 6 p.m. and on weekends.

B. Use of Town Streets and Sidewalks

1. Street and Sidewalks Usage: Some Town streets and sidewalks are available for general public use for parades, street fairs, footraces, street/block parties, sledding, fund-raising activities of charitable organizations, peddling/peaceful protests and other temporary outdoor activities according to policies adopted by the Council.
2. Reservation: Arrangements for such uses are made through the Town Manager's Office or Police Department.
3. Street Closing: Most street closings require Council approval. Several locations on East Franklin Street are available for use by non-profit, charitable organizations. The area directly in front of the Post Office/Court Building at 179 E. Franklin Street as well as the area near the entrance to the Bank of America (formerly NationsBank) building at 137 E. Franklin Street may be reserved by applying for a permit from the Town Manager's Office, subject to approval by the Town Manager or his designee.

4. Criteria for Use: Requests for use must meet the following criteria:
- a) Use must be by a non-profit, charitable organization.
 - b) Charitable organizations soliciting funds must remain no less than 20 feet away from entrances to banks or automated teller machines.
 - c) Permits must be applied for 48 hours in advance of an event.
 - d) Permits will be approved for use between the hours of 10 a.m. and 6 p.m. only.
 - e) Permits for nighttime use will not be issued.
 - f) Permits for Sundays will not be issued.
 - g) Permits will not be granted for days when special events have been scheduled, including but not limited to street fairs, parades, or other special events planned for Franklin Street.
 - h) Permits will not be issued for more than six consecutive days at a time (excluding Sundays) without a one-week break to the same person or organization, in order to allow spaces to be used by various groups.
 - i) The requirement for submittal of a permit application 48 hours in advance of an event shall not apply when in the judgment of the Mayor or Town Manager the space is needed to hold a community observance in response to events of Town-wide concern or importance, which events were either not expected or were of such a nature that the timing of the events could not be predicted 48 hours in advance.



- j) Where such an observance is proposed under circumstances set forth in the preceding paragraph, if space is available at one of the locations regulated by this policy, it may be used. If the spaces regulated under this policy are already reserved for other activities, the Manager shall work with the group proposing to hold an event to identify alternative temporary space in the downtown area that will allow the event to be held. If the event attracts attendance larger than that alternative space can properly accommodate, the Manager shall work with the group to relocate the event to a larger space better suited for the event.
- k) In order to provide greater opportunity for groups to use the limited spaces available, reservations to use more than one location at the same time by the same organization shall not be permitted.
- l) As a general rule, once space is reserved through the procedures established by this policy, the Town will not take the space away from the group making the reservation for use by another private, non-profit organization. However, in the discretion of the Mayor or Town Manager, a space reservation under this policy by a private non-profit organization may be revoked without notice if needed to accommodate an unscheduled and unanticipated Town-sponsored event. (This change would clearly allow the Mayor and Town Council to conduct an event at the Post Office site, for example, such as the one held in response to the September 11, 2001 World Trade Center attacks, and supersede a previously scheduled use by a private group.)



C. Use of Bulletin Boards in Town Facilities

1. Bulletin Boards: Bulletin Boards installed in Town Facilities, as well as other spaces where signs, notices and information may be posted (hereinafter referred to as "bulletin boards"), are not public kiosks, similar to those found on public sidewalks in and around downtown Chapel Hill, and are not places where the public is generally permitted to post notices. Such bulletin boards and other locations for posting of signs in Town Facilities are subject to this General Policy (hereinafter "Policy") and reasonable regulation by the Town Departments where such facilities are located, in accordance with this Policy.
2. Procedures:
 - a) Individual departments are responsible for monitoring the bulletin boards in their buildings and on their premises for compliance with this Policy with the following exceptions: The bulletin boards in the common areas outside the restrooms on each floor at Town Hall shall be monitored by the Town Clerk.
 - b) Arrangements for monitoring bulletin boards in other areas where more than one department has frequent access or need to use such boards shall be by agreement of the departments with such access and need.
 - c) Posters, notices and signs placed on bulletin boards shall be reviewed by the department head responsible for monitoring or his/her designee prior to posting. All such postings shall be initialed and dated by the department head or other designated person reviewing the notices prior to posting. Notices posted without prior approval are subject to removal. (Departments may make exceptions to the pre-approval requirement for categories of postings that meet established standards set by this Policy or by departmental rule.)
 - d) Each bulletin board shall carry a small note stating that the bulletin board is not open to the posting of notices by the public and shall indicate where notices are to be approved prior to posting.
 - e) Each department head shall designate a staff person responsible for monitoring the bulletin boards at least twice per



week to see that unauthorized posters and notices are not displayed and that out of date materials are removed. Only the department head and the designated staff person are authorized to remove posters. Any concern regarding the appropriateness or approval of a poster or notice should be brought to the attention of the responsible department head.

3. Substantive Content Standards and Guidelines

- a) The following standards and guidelines shall apply to the posting of materials on bulletin boards in Town Facilities. Individual departments may establish additional reasonable regulations regarding the use of bulletin boards and the display of other materials by the public which are not in conflict with those established by this Policy. For example, departments may establish categories of information such as newspaper clippings related to departmental work efforts and personal notices about employees of interest to a small work group that may be posted, space permitting, without pre-approval.
- b) Information which the Town is required by law to post shall have first priority for space on bulletin boards.
- c) Information which the Town posts pertaining to work schedules and other Town generated information needed by Town employees to perform their jobs shall have priority over materials other than those required to be posted by law.
- d) On those bulletin boards in areas generally used by the public, information which the Town posts for the benefit of citizens and patrons of its facilities shall have priority over materials other than those required by law or needed by Town employees to perform their jobs.
- e) Information related to services provided by Town departments and other public and non-profit public service agencies for the benefit of Town employees may be posted and shall be subject to removal according to the time periods specified below.



- f) Information related to events sponsored by public and non-profit groups and agencies which may be of interest to Town employees may be posted up to three weeks prior to the scheduled event and shall be removed promptly following the event.
- g) Information related to the sale of private real and personal property by individuals should not be permitted on bulletin boards. However, departments may permit reasonable, limited use of bulletin boards in areas not generally used by the public for sale of such property by Town staff.
- h) Announcements and material of a political and/or persuasive nature directed to Town employees by private organizations and political groups should not be permitted on bulletin boards. When in the judgment of the responsible department head an issue is raised regarding this standard, the material involved shall be submitted to the Town Manager's office for a determination.
- i) Signs and posters shall not be approved for posting if they contain offensive or obscene material. When in the judgment of the responsible department head an issue is raised regarding this standard, the material involved shall be submitted to the Town Manager's office for a determination.
- j) Departments shall identify, and permit reasonable use of, one bulletin board in each department for the posting of announcements by employee-oriented organizations and associations, stating the date, time, place and subject matter of meetings. Such notices shall be subject to all other applicable terms of this policy.

4. Length of Time for Posting of Notices; Size Limitations

- a) Information posted to comply with requirements of law or regulation or necessary for communication of Town information to employees and citizens shall remain for as long as required by law or needed. In the event of any conflict between such information and other materials, these materials shall have priority.



- b) Other information which is permitted by this General Policy and any supplemental Departmental Policy which does not have a clearly established expiration date may remain on bulletin boards, space permitting, for six weeks. After that time period, the material will be removed. Approval for re-posting of the same or similar material may be deferred for two weeks following the material's removal if the demand for bulletin board space exceeds the amount of space available.
- c) Information posted pertaining to specific events which is permitted by this General Policy and any supplemental Departmental Policy may be posted up to three weeks prior to the event and shall be removed promptly following the event.
- d) Except for those materials required to be posted by law, notices should be limited to paper no larger than 8.5 inches x 11 inches. Where space permits, reasonable exceptions to this policy may be made by department heads.

II. PURPOSE

- A. The purpose of this policy is to provide guidance on maintaining Town-owned buildings, facilities, and equipment in a safe and secure manner.

III. RELATED INFORMATION

- A. Policy Guidance: Distracted Driving (11/8/2010)
- B. Town Ordinance (2013-06-17/O-4)
- C. Town Ordinance (2012-02-13/O-7)
- D. Council Resolution (2009-11-09/R-2)

IV. POLICY HISTORY

Revised August 2006 as part of the Town of Chapel Hill Administrative Policies and Procedures Manual.

Reissued January 1, 2015

