



Town of James Island

Town Facilities Policy

Town Facilities:

Town Hall – 1122 Dills Bluff Rd.

Pinckney Park – 461 Fort Johnson Rd.

Dock Street Park – 749 Sprague St.

Brantley Park – 1708 Brantley Dr.

The Town of James Island is pleased to offer space to accommodate groups and community organizations who may need and/or desire meeting space to the extent possible in a fair and equitable manner and in a way that does not disrupt Town of James Island government operations or services. Use of Town facilities is subject to the policies stated herein, and subject to approval. The Town of James Island reserves the right to deny applications for use of Town facilities. Complete and submit this form to apply for use of a Town facility or park.

Special Events at Town Facilities

1. Any event held at a Town Facility will require a Special Event Permit through the Planning Dept. The form can be obtained online here: [Special Events Permit](#). **Town-sponsored events are not required to obtain a Special Event Permit.**
2. There is a required \$25 fee for all Special Events Permits. Fees may be waived for qualified civic, institutional and non-profit organizations if current proof of status (federal exempt identification number) is provided.
3. Group Organizers for a Special Event may be required to purchase a special event liability policy through a private insurance carrier depending on the function, size and/or use of alcohol.
4. Applications must be submitted thirty (30) days prior to the event.

Incomplete applications will not be considered. Completion and submittal of this application does not guarantee approval. If approved, the meeting organizer will receive formal notification of approval from Town staff.

Special Considerations:

1. Please notify Jackie Mays at Town Hall, (843) 795-4141 or email jmays@jamesislandsc.us if there is an event change, (time, date(s), location, route, etc.) Inaccurate and/or deviation from approved activities may result in immediate revocation of the permit and use of the facility will not continue.
2. Smoking is not allowed at any Town Facility event.
3. Vehicles or cookers cannot be driven on grass or sidewalks at any Town facility.

Meeting Space at Town Hall Policy

1. Meeting space at the Town of James Island is available at no charge for use by groups of a size that do not exceed the established safe capacity of the meeting space they request to use. Meeting space is based on availability on a first come, first-served basis and is made available for civic, educational, and community events and meetings, subject to approval by the Town Administrator, unless otherwise stated in this policy. The Town Administrator may make determinations as to the appropriateness of the proposed use of the facility, and may approve or deny use of meeting space at Town Hall based on this determination.
2. Meeting space is limited to Town Council Chambers (139 capacity) and a Conference Room that seats 10-12 persons. Alternative spaces may be available upon request, subject to approval of the Town Administrator (i.e., screened porch, front lobby, front lawn, etc.). Meeting space will not take precedence over Town meetings or functions.
3. Groups that meet on a regular schedule will be permitted to reserve meeting space up to three (3) months in advance; applications must be resubmitted after each three (3) month term and are subject to the requirements stated in this policy. Groups wishing to use a meeting room on a regular weekly or bi-weekly schedule shall gain approval of the Town Council at the next available Town Council meeting. Temporary approval may be granted by the Town Administrator, if deemed appropriate, for meetings scheduled to take place during the period between application submittal and the next available Town Council meeting. If granted approval, regularly scheduled meetings must relinquish the use of the meeting room in the event of an unplanned Town-related meeting or function. Any change or cancellation of a meeting must be reported to the Town as soon as possible.
4. Meeting space will not be made available for social gatherings (such as private parties, birthday parties, showers, or weddings) or for gaming purposes (such as bingo or card parties). Depending on the type of meeting, a special event liability policy through a private insurance carrier may be required.
5. The limited kitchen facility may be used for light refreshments.
6. No smoking is allowed on Town premises.

7. All groups are expected to leave the meeting space clean and orderly. Payment for repairs and/or extensive cleaning required as a result of the facility usage will be the responsibility of the meeting organizer. All debris from meeting activities or refreshments served must be completely cleared away and discarded in trash receptacles. Town equipment (audio visual, microphones, etc.) may be used with prior approval.
8. A signed and approved facilities use application must be on file with the Town of James Island prior to use of [the meeting](#) room. Meeting rooms must be reserved by adults only. Youth organizations using the meeting rooms must have an adult sponsor present at all times.
9. The applicant must pick up a visitor pass to have access to the building and shall pick up the pass during business hours at an agreed upon time between the meeting organizer and Town staff and the pass must be returned the next business day. Lost pass holders shall pay a \$20 fee to the Town to replace the pass, due on the next business day after the meeting/event date.
10. The use of the meeting space does not constitute an endorsement of an organization's policies or beliefs. Any advertisement of a scheduled meeting or event must include a disclaimer stating such. If approval is not gained from the Town Administrator prior to making claims of endorsement, the facilities use agreement may be terminated and the meeting or event canceled.
11. Any additional requirements of the meeting organizer may be added to this facilities use policy and stated in the space provided on the last page.

Hold Harmless Clause

Permitter/organization hereby shall assume all risks incidental to or in connection with the permitted activity and shall be solely responsible for damages, or injury, of whatever kind or nature to person or property directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permitter hereby expressly agrees to defend and save the Town of James Island harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, loss of damages, or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omission of permittee or its officers, agents, and employees.

Acknowledgement: Signature(s) indicates that you have read, understand, and agree to the terms of this application, the Hold Harmless Clause, and event rules as described.

Additional Requirements may be listed here:

Signature/Date

Town of James Island/Date

Revised 4/20/23



Town of James Island

Use of Meeting Space Application/Agreement Form

Name of Group: _____

Contact: _____
Print Name Phone

Address: _____

Cell Phone: _____ Email: _____

Date(s) of Use: _____

Start / End Time _____ Approx. amt. of people _____

Purpose of Meeting (Additional Pages may be needed):

I have read the Use of Meeting Space Agreement Policy and agree to abide by all aspects of this policy. I understand that any misuse may result in our not being able to use facilities in the future.

Signature

Date

For Office use:

Approved by: Town of James Island

Date

