

OFFICIAL POLICY
For use of Meeting Room at
W.B. Carmichael Fire Station
Dillon, South Carolina

1. Use of Fire Station Meeting Room will be on a reservation, first-come, first-serve basis.
2. The meeting room will have a standing reservation on the First and Third Wednesday of each month at 7:00pm until closing for the City Fire Department, and on the Second Tuesday of each month at 7:00pm until closing for the Dillon Rescue Squad. The City Recreation Senior Citizens reserve the room on the 1st Tuesday of every month.
3. Any reservation request must be made within thirty (30) calendar days of the date requested.
4. Generally reservations will be made for a time not earlier than 9:00am and not later than 10:00pm.
5. All meetings are to end at 10:00pm
6. No alcoholic beverages shall be taken into or used in the meeting room or in the meeting room kitchen.
7. No loud speaker of any kind will be permitted to be extended from the meeting room to outside the building.
8. No party meetings will be conducted – Birthdays, Showers, Anniversaries, Reunions, nor Wedding Receptions.
9. Meetings will require a fee of \$25.00 - Food Meetings \$50.00 with \$25.00 deposit – and for any kind of government meeting there will be no charge.

Room Size: 40 x 60
Tables and Chairs Available: 18 Tables and 82 Chairs
Rental Fee: \$25.00
Rental Fee: \$50.00 plus \$25.00 deposit fee for meals/food served/catered
Restrictions: Catering only, non-alcoholic beverages, clean-up required.

10. No kitchen utensils will be provided by the City for any meal meeting.
11. All groups using the meeting room shall leave the facility as clean as it was before their meeting.
12. The City of Dillon reserves the right to disband any meeting which is disorderly and to deny the use of the room to any organization which displays irresponsibility in its use of the meeting room on a prior occasion.
13. The meeting room is open to any duly recognized, responsible, locally sponsored, non-profit organization which will adhere to the above listed regulations.
14. The meeting room will be closed on Sundays.
15. Weekly meetings for organizations will be discouraged.

