



# Town of Knightdale Use of Town Hall Council Chamber Policy

**SUBJECT:** Use of Town Hall Council Chamber Policy

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**EFFECTIVE DATE:** November 20, 2019, amended November 20, 2024

**APPROVED BY:** Town Council

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**DISTRIBUTION:** All Employees

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## Subsection 1: Purpose

To establish a procedure for the limited, planned, and appropriate use of the Town Hall Council Chamber; to limit unnecessary noise, traffic, and other impacts from special use of these facilities that could distract staff or otherwise negatively impact Town Hall operations.

## Subsection 2: Overview

The primary purpose of the council chamber continues to be a meeting place for Town Council ~~Regular Meetings and Work Sessions~~. This ~~policy/procedure~~ recognizes that other uses are appropriate for the council chamber as long as they do not interfere with the primary function. The responsibility for approving the use is assigned to the Town Manager. The Town Manager is authorized to refuse or cancel any use of the building ~~that is which in his opinion is~~ not in the best interest of the public.

## Subsection 3: Procedure

With authorization from the Town Manager, the Town Clerk (or designee) may schedule the council chamber for the following uses:

- (1) Meetings of Advisory Boards and/or Committees appointed by Town Council
- (2) Meetings/events requested by Department Directors for town business
- (3) Meetings requested by departments of the County, State, or Federal Government

(4) Field trips requested by local schools

*Examples of Permitted Uses:*

Town Council Meetings, Land Use Review Board Meetings, ~~Public Safety Advisory Board Meetings, Citizens Planning Academy, Knightdale Mayor's Academy,~~ Government meetings requested by elected officials that represent the district, and tours for local students.

*Examples of Prohibited Uses:*

Religious ceremonies or meetings, political rallies or political party meetings, private parties, commercial uses.