

CTA Security and Safety Committee

Policy on Use of Gatehouse Conference Room for CTA Committee Meetings

August 1, 2023

The gatehouse at the entrance to Carolina Trace is owned and maintained by the Carolina Trace Association (CTA). The gatehouse is staffed 24/7 by personnel provided under contract by Southern Protection Agency (SPA). SPA personnel use the entire gatehouse, including the front area, restroom, office, storage room, and breakroom/conference room.

The Security and Safety Committee has discussed with the Site Supervisor how CTA can use the gatehouse conference room with the least disruption to SPA's day-to-day operations. The Site Supervisor has requested that if CTA officers or committee chairs want to use the conference room to host small meetings, they should give the Site Supervisor at least one day's notice to ensure that there will be no scheduling conflicts and so that they can ensure the room is cleared before the meeting. As a courtesy, the meeting host should introduce himself or herself to the personnel on-duty before the meeting starts so they are aware of the meeting and that the attendees are associated with CTA.

If there are any questions about this policy, please contact Burt Witaschek, Chair, CTA Security and Safety Committee.

#