

## **GUIDELINES FOR USAGE OF THE RENAISSANCE CENTER SECOND FLOOR CONFERENCE ROOM**

The Renaissance Center Conference Room is located in the historic Frenchtown area of Tallahassee. Leon County Department of Development Support and Environmental Management occupies the second floor and maintains the schedule of the second floor conference room. This conference room is available for use by Leon County and City of Tallahassee employees for related governmental purposes and community-based organizations or individual(s) as a meeting area. Permission granted to meet in the Renaissance Center conference room in no way constitutes endorsement by Leon County of the policies or beliefs of any group or organization. Leon County Growth and Environmental Management staff shall review each prospective use and determine whether that use falls within these guidelines. To preserve the integrity of this conference room, Leon County and the City of Tallahassee have cooperatively agreed to these guidelines. Each individual that uses this conference room agrees to the following guidelines:

### **A. Record of Reserved Events**

The Leon County Department of Development Support and Environmental Management is responsible for maintaining record of all reservations for usage of the second floor conference room.

### **B. Description of the Space and Amenities**

The Renaissance Center second floor conference room, located at 435 North Macomb Street includes the following:

- Seats 75 people theater style (maximum occupancy)
- Seats 60 people classroom style
- Water fountains and bathrooms
- Building elevator access
- Security

### **C. Reservations**

1. The conference room is available on a first-come, first-serve basis. The conference room calendar of availability may be accessed at [www.leonpermits.org/Support/calendar/](http://www.leonpermits.org/Support/calendar/). However, all individuals and organizations wishing to use the Conference room must reserve the date and time by contacting Pam Scott, Leon County Growth and Environmental Management, via e-mail at [ScottP@leoncountyfl.gov](mailto:ScottP@leoncountyfl.gov). If you choose to contact Ms. Scott via phone to request information, you may contact her at (850) 606-1362. If she is not available, leave a voicemail message and she will return your call. **Sending an email or leaving a voicemail does not constitute a reservation.** Confirmation will not be given until proper forms are completed and payment is received, if the reservation requires security.
2. Reservations may not be made earlier than 12 months prior to an event.

## Guidelines

### Page 2

3. The conference room is available for use 8:00 AM until 9:00 PM, Monday through Friday. Availability on Saturday and Sunday is restricted to Leon County and City of Tallahassee staff only.
4. No charge will be assessed for use of the conference room between the hours of 8:00 AM until 5:00 PM, Monday through Friday. Leon County Board of County Commissioners' and City of Tallahassee employees may use the conference room free of charge for official County or City business only.
5. All individuals and community based organizations who reserve the conference room for meetings after 5:00 PM, Monday through Friday, are required to have security and will be charged per hour for a security guard to ensure the safety of all individuals utilizing the facility. Reservations should be made at least 14 working days prior to the event and a completed Conference Room Guidelines Agreement form must be signed and submitted to Leon County Development Support and Environmental Management within the same time frame to ensure security arrangements.
6. The conference room must be vacated no later than 9:00 PM, Monday through Friday.
7. It is the responsibility of the individual(s) reserving the room to arrange it in the desired formation prior to the scheduled meeting.
8. Audio/visual equipment is available for use upon request during regular business hours. Availability for after hour meetings is limited to City of Tallahassee and Leon County staff only. It is the responsibility of the individual(s) reserving the room to ensure all audio/visual equipment is accessible and compatible with their systems prior to the scheduled meeting.
9. For meetings requiring security, payment must be submitted to the reservation desk at Development Support and Environmental Management at least seven (7) days prior to the event. An account number for City of Tallahassee or a County check for Leon County requested meetings should be supplied at the time of the meeting reservation. For all other meeting requests, personal checks or money orders are acceptable methods of payment. All checks or money orders should be made payable to: ***City of Tallahassee*** and noted for Conference Room Security.
10. The reservation must be used by the individual(s) or group for which the reservation is made. No transfers will be allowed. The individual(s) reserving the conference room must be at least 21 years of age.
11. The user agrees to abide by all pertinent local, state and federal laws and ordinances.
12. The user must notify the security guard or the Department of Development Support and Environmental Management staff during regular business hours of any problems.
13. Meetings scheduled as “tentative” must be confirmed within one week of the date of the original reservation request, or it will be removed from the calendar.

**D. Cancellation of Reservation**

1. Cancellations for use of the conference room must be made no later than 72 hours or three (3) days prior to the event. Failure to observe this guideline may cancel future use of the conference room.
2. Refund of payment for building security will be provided only for cancellations that are made at least seven (7) days prior to the event.
3. The Department of Development Support and Environmental Management, in cooperation with the City of Tallahassee, shall have the right to cancel a reservation. Any meeting that is publicly announced can only be cancelled by the Government entity that noticed the meeting.

**E. Restrictions**

1. Alcoholic beverages and other intoxicants are not permitted on the premises.
2. Loud music and/or disc jockeys will not be permitted.
3. No smoking or any form of tobacco use is permitted inside the conference room.
4. There is no access to a telephone inside the conference room; however cellular phones are permitted.
5. ALL trash and other garbage from events must be placed in plastic bags, and placed in the receptacles, and tables must be wiped clean. Plastic bags are not provided.
6. ALL materials brought into the conference room must be removed immediately following the event.
7. The furniture on casters may be moved to any configuration desired, but stationary furniture (i.e., audio/video cabinet and credenza) should not be moved. If your meeting requires moving the credenza, you must obtain prior approval, and it must be returned to its original position at the conclusion of your meeting. If the directional dry erase board is used in the elevator lobby, it must be returned to the conference room. Conference room contents must not be removed from the room under any circumstances.
8. Nothing is to be stapled, taped or attached to any structure, walls, windows or doors in, around and adjacent to the building and parking areas.
9. No animals of any kind are permitted inside the conference room, except for those trained to assist disabled individuals.
10. Adult supervision is required of minors at all times during events.
11. Cooking food is not permitted inside or outside of the building, including the parking areas, without permission. Food is allowed in the conference room, but only after

obtaining approval prior to the meeting date. Please note that any special cleaning required as a result of food in the conference room is the responsibility of the individual securing the reservation.

12. The conference room is not to be used for personal or private financial profit, advertising or solicitation of business. No admission fee may be charged; however, a fee for resource materials, books or payment for a program speaker may be collected upon the approval of the Director of DSEM Support Services.

#### **F. Denial of Use**

Failure to strictly adhere to all or any part of the conference room guidelines will be grounds for denial of future use.

#### **G. Personal Property/Injuries**

Leon County Board of County Commissioners and the City of Tallahassee are not responsible legally, financially or otherwise, for any personal property brought into the Conference room, or for any injuries to the individual(s) who has reserved the conference room, their guests or agents hired by the user. The individual(s) for which the conference room is reserved will be responsible for any damages sustained to the conference room.

#### **H. Security Guard**

1. The security guard is required when the conference room is used after 5:00 PM on weekdays for all meetings that include the general public. Meetings that include only Leon County Board of County Commissioners or City of Tallahassee employees will not require security. It will be assumed that an unarmed security guard is needed unless specified otherwise.
2. The security guard is required to be on the premises one hour prior to the event, if the event starts after 5:30 PM, and for one hour following the end of the event.
3. At the end of the event, the security guard will ensure that all persons vacate the conference room, lock all doors and turn off all lights.
4. The security guard is required to patrol the perimeter of the conference room and parking lot to ensure the event commences with no problems or interruptions.
5. The security guard has the authority to immediately terminate the event if any of the guidelines are not adhered to or the event extends beyond the time reserved.

I, \_\_\_\_\_, being of age 21 or older, agree that in consideration for the privilege and benefits derived from using the Leon County Renaissance Center Conference Room do hereby release and forever absolve Leon County, Florida, the Board of County Commissioners of Leon County, the City of Tallahassee, and all those employed to work on behalf of these entities from all harm, liability, or damage to me or my property and agree not to sue, jointly and/or severally, for any and all suits, actions or invasions of any of my rights resulting directly or indirectly from my presence at or use of the Leon County Renaissance Center Conference Room.

Furthermore, I agree to indemnify and hold harmless Leon County, Florida, the Board of County Commissioners of Leon County, the City of Tallahassee, and all those employed to work on behalf of these entities from all claims, liabilities, damages, or suits of any nature arising out of or due to my presence at or use of the Leon County Renaissance Center Conference Room, or due to any act or occurrence of omission or commission of myself, including but not limited to costs and a reasonable attorney's fee.

In suits against Leon County, Florida, the Board of County Commissioners of Leon County, or the City of Tallahassee, Leon County or Tallahassee may, at its sole option, defend itself or allow another to provide the defense.

**With my signature below, I state that I have read, and fully understand and agree to be bound by the Leon County Renaissance Center Second Floor Conference Room Use Guidelines.**

User Name \_\_\_\_\_ User Signature \_\_\_\_\_  
(Please print)

**Meeting Specifics:**

Telephone # \_\_\_\_\_ Date Signed \_\_\_\_\_ Meeting Title: \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_ Number of people expected to attend: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Times: \_\_\_\_\_ to \_\_\_\_\_

**If Audio-Visual Equipment is Needed: Please inform the Renaissance Center of this when making reservation**

Check Received: (Yes or No) or City of Tallahassee budget code: \_\_\_\_\_  
(circle one)

Meeting cancellation notification received: \_\_\_\_\_  
Name Date