

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 Development Support and Environmental Management Department (DSEM) occupies the second floor and maintains the schedule for 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 as a meeting space for community-based organizations or individual(s) during weekday, regular work hours, free of charge. 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 DSEM 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 DSEM 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 66 people theater style (maximum occupancy per Fire Code)
- Seats 30 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 may be accessed at <https://cms.leoncountyfl.gov/dsem/Conference-Room>. However, all individuals and organizations wishing to use the Conference room must reserve the date and time by clicking on the link above the online calendar. **Note that submitting the online request for reservation does not constitute confirmation of the reservation.** Confirmation will be provided via a response email from DSEM staff.
2. Reservations may not be made earlier than 12 months prior to an event.
3. The conference room is available for use 8:00 AM until 9:00 PM, Monday, Tuesday, Thursday and Friday. Generally, Wednesdays are not available for meetings due to recurring DSEM staff and project meetings on those days.

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.
5. Only Leon County Board of County Commissioners' and City of Tallahassee employees may use the conference room for meetings after 5:00 PM, Monday through Friday. All after-hours meetings 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 both a City of Tallahassee Transfer of Custody form and a City of Tallahassee Request for Security Guards form must be submitted to the City of Tallahassee at the time of the reservation request 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. 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 Leon County or City of Tallahassee after-hours meetings requiring security, the City of Tallahassee Transfer of Custody form and a City of Tallahassee Request for Security Guards form must be submitted to the City at least seven (7) days prior to the event to ensure City staff has adequate time to arrange security.
10. The user agrees to abide by all pertinent local, state and federal laws and ordinances.
11. The user must notify the security guard or DSEM staff during regular business hours of any problems.
12. 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 will 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. DSEM, 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, vaping 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. Plastic bags are not provided.
6. ALL materials brought into the conference room must be removed immediately following the event.
7. The conference room must be left clean and the furniture returned to the original configuration. 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 under any circumstances.
10. 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.
11. No animals of any kind are permitted inside the conference room, except for those trained to assist disabled individuals.
12. Adult supervision is required of minors at all times during events.
13. 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.
14. 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.

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 (for Leon County of City of Tallahassee staff meetings only)

1. The security guard is required when the conference room is used by Leon County of City of Tallahassee staff after 5:00 PM on weekdays. 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