

Board of County Commissioners
Leon County, Florida

Policy No. 93-3

Title: Allocation of Space in the County Courthouse

Date Adopted: January 12, 1993

Effective Date: January 12, 1993

Reference: N/A

Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

The Board of County Commissioners shall have sole responsibility and authority for assigning and approving use of space in the Leon County Courthouse.

Office and other space in the Courthouse is assigned on the basis of an agency's mission and workload and the needs of the community. Vacant areas in the Courthouse are allocated for future use, and may not be presumed available for use by individuals or agencies housed within the Courthouse. Requests for additional office or other space in the Courthouse must be submitted to the Division of Facilities Management and approved by the Board of County Commissioners.