

Board of County Commissioners
 Facilities Management Division
 1907 S. Monroe St.
 Tallahassee, Florida 32301
 Phone: 850/606-5000 FAX: 850/606-5001

Revised

Attachment # 1
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I acknowledge receipt of the attached procedures covering the use of County facilities which I have reserved. By receipt of these procedures, I understand it is my responsibility to ensure compliance. I will coordinate the corrective activities, should there be a need. (Please type or print)

DESCRIPTION OF EVENT/FUNCTION:	
DATE OF FUNCTION: <u>Oct. 18-20 & 22 = 2010</u>	
Agency or Organization: <u>Michelle Maddox Campaign</u>	
Address: <u>1028 E. Park Ave. Talla. FL 32301</u>	
Contact Person: <u>Delmas T. Barber</u>	
Day Telephone: <u>(850) 509-9342</u>	
E-Mail: <u>Delmas Barber @ G-mail.com</u>	
Date Requested: <u>10/7/10</u>	
Room or Area Reserved: <u>Courtyard - Live Remote; Popcorn + Ponke giveaway + Generator</u>	
Time Room or Area Reserved: <u> </u>	
Time Function Starts/Ends: <u>11 Am - 1 Pm each Day</u>	
HILLOUT ONLY IF RESERVING CHAMBERS	
Sound System:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Roundtable Mics:	<input type="checkbox"/> <input type="checkbox"/> Commissioner's Bench:
Podium:	<input type="checkbox"/> <input type="checkbox"/> Recording:
All of Above:	<input type="checkbox"/>

SIGNATURE: Delmas T. Barber

Telephone Number if Different than Contact Person: _____

Approval shall only be granted when it is determined that the proposed use does not threaten or imperil the facility or its occupants.
 The County Commission is pleased that you have chosen a County facility for this function.

PROCEDURES FOR PUBLIC USE OF COUNTY FACILITIES

The Leon County Board of County Commissioners welcomes you to your County Facilities. In order that all may enjoy County Facilities, your assistance in following the procedures listed below is appreciated.

1. Contact Facilities Management at 606-5000 to arrange for your function and to coordinate access to the Courthouse, Courtyard or other County Facilities. Reserving Courtrooms will be done through Court Administration at 577-4401. Contact person: Bill Wills.
2. The person making the reservation is responsible for coordinating these procedures unless prior arrangements are made.
3. Must provide own tables, chairs, setups and takedowns, cleanup and utilities for the events.
4. If your function needs to be canceled, please notify Facilities Management as soon as possible.
5. No Vehicles allowed to park in the Courtyard.
6. **COURTHOUSE SECURITY:**
 - a. ~~For daytime work day security. Please enter through Monroe Street or Callhoun Street Security Entrance.~~
7. Your group must remain in the area reserved for your function because of Courthouse security.
8. All safety and fire prevention rules must be observed. All open flames, sparks or other possible fire-producing materials are prohibited.
9. Do not exceed the posted room and area capacity for safety reasons.
10. Alcoholic beverages and smoking are prohibited throughout the Courthouse.
11. Alcoholic beverages are prohibited throughout outside areas.
12. If food is involved, arrangements must be made in advance to prevent food, crumbs, etc., from being left in the area. All leftover food must be removed from the building.
13. ~~No food or drinks allowed in the Commission Chambers.~~
14. All furniture must be returned to its original place.
15. Trash receptacles need to be placed in the hallway after your function so they can be emptied before the next working day.
16. Your group is responsible for leaving the room or area clean and ready for business.
17. When ready to leave, please contact the security guard to have the room checked and secured. (This is for your protection.)

LIMITED APPROVAL FOR COURTYARD USE (see attached Map)

18. No vehicles on lawn.
19. No grandstands, stages or seating
20. Use to remain on one-way slab area only.
21. Shoring required to expand usage of area.
22. Crowds to remain dispersed at all times.
23. Users responsible for crowd control.
24. Users responsible for restrooms (port-o-lets)

