Board of County Commissioners
Leon County, Florida

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Policy No. 00-2

Title:	Public Use of the Leon County Courthouse
Date Adopted:	February 15, 2000
Effective Date:	February 15, 2000
Reference:	N/A
Policy Superseded:	Policy No. 96-16, "Public Use of Leon County Courthouse, October 23, 1996

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

While the Courthouse is owned by the citizens of Leon County, County Government is held responsible for its maintenance, appearance and control. Therefore, individuals or public organizations may use only the County Commission chambers, conference rooms on the second and fifth floors, courtrooms on plaza, second and third floors with Court Administration's approval (with the exception of Courtrooms 2B, 3A and 3B, which cannot be used), the Calhoun Street balcony on plaza level, and the Monroe Street hard surface public access ways, to conduct meetings.

Individuals or public organizations making application to use Courthouse facilities shall comply with the "Procedures for Public Use of Courthouse" attached to and incorporated as an element this Policy.

To schedule courtrooms for meetings which are to occur during normal courtroom hours, the Court Administrator must be contacted for scheduling. For all such meetings which are to begin after 5 p.m., the Division of Facilities Management must be contacted for scheduling.

Those wishing to use the Commission Chambers, conference rooms, Calhoun Street balcony, or Monroe Street hard surface public access ways, must schedule and coordinate their use with the Division of Facilities Management.

Individuals or groups wishing to use an outdoor area of the Courthouse, as described above, must first obtain authorization to use the requested area from the Director of Facilities Management. Final approval to use the area must be obtained from the County Administrator or Board.

Access to the building, security and implementation of the Board of County Commissioners' Policy regarding eligibility to use the facilities shall be the responsibility of the Division of Facilities Management.

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

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:
Agency or Organization:
Address:
Contact Person:
Day Telephone:
E-Mail:
Date Requested:
Room or Area Reserved:
Time Room or Area Reserved:
Time Function Starts/Ends:
FILL OUT ONLY IF RESERVING CHAMBERS
Sound System: ☐ YES ☐ NO
Roundtable Microphones: ☐ ☐ Commissioner's Bench: ☐ YES ☐ NO
Podium: ☐ ☐ Recording:
All of Above: ☐

SIGNATURE: _____

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.

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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 Calhoun 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.)

<u>LIMITED APPROVAL FOR COURTYARD USE</u>

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)