

**Lee County Meeting Center  
Room Use Application**

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Organization is a:  Governmental Entity (Type : \_\_\_\_\_)  
 Non-profit 501-c3 (Type of Charity : \_\_\_\_\_)

Organization's Mailing Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (check box for Primary):  Home \_\_\_\_\_  Work \_\_\_\_\_  Cell \_\_\_\_\_

E-mail: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Number of Persons to attend: \_\_\_\_\_ Time(s) requested: \_\_\_\_\_

Are fees being charged to the attendees/participants? Yes / No Are there corporate/vendor sponsorships? Yes / No

Special Requests/Comments: \_\_\_\_\_

Room Requested (Select one):

Conference Room - 12 capacity  Training Room A - 20 capacity  Training Room B- 32 capacity

Meeting Hall A- 100 capacity  Meeting Hall B - 100 capacity  Meeting Hall C- 100 capacity

Meeting Hall AB- 220 capacity  Meeting Hall BC- 220 capacity  Meeting Hall ABC- 350 capacity

Conference Rooms and Classrooms	\$50 Deposit	\$10 per hour
Meeting Halls (one)	\$100 Deposit	\$30 per hour
Meeting Halls (two)	\$200 Deposit	\$40 per hour
Meeting Halls (all three)	\$300 Deposit	\$50 per hour

Are you requesting permission to bring in food and/or drink? Yes \_\_\_\_\_ No \_\_\_\_\_

Meeting Title: \_\_\_\_\_

In submitting this application, I hereby confirm that I am familiar with the Lee County Meeting Center Policies and Procedures. I will comply with all applicable provisions and acknowledge that I (and/or my organization) will be subject to payment of rental, custodial, and damage deposit based upon our user category and the event being scheduled.

The User warrants that all of the information provided to the County concerning User's organization and participants is accurate. Further, the User agrees to indemnify, defend and hold the County harmless from and against any demand, claim, suit or liability arising in any way from the use of the facility by the User or its participants, including but not limited to, reasonable attorney's fees incurred by the Lee County Commission.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contact Person

*The Lee County Commission reserves the right to amend the Lee County Meeting Center Policies and Procedures at any time deemed necessary for the well-being and security of occupants, or for the benefit of the Lee County Commission.*