

Lee County Meeting Center Policies and Procedures

1. Objective

The primary purpose of the Lee County Meeting Center is for the training and meeting needs of those departments/offices under the budgetary and administrative responsibility of the Lee County Commission, hereinafter Commission, including boards fully appointed by the Commission.

2. Priority

Meeting those needs will take priority over any other use of the facility, except for, days of primary, special and general elections beginning at 4:00 PM on days of such elections.

3. Scheduling

Scheduling room needs will be coordinated through the County Administrator or his/her designee.

Departments/Offices under the budgetary and administrative responsibility of the Commission should reserve rooms at least two weeks prior to date(s) needed; however, rooms shall not be reserved more than a year before the date(s) needed. Please note that rooms reservations will be opened for Other Groups two months prior to date(s) needed.

Other Groups, that are allowed to rent the facility, may reserve room needs only up to two months out.

4. Renting

Other Groups that are allowed to rent the Lee County Meeting Center are 501-C3 Non-Profits and Other Governmental Entities.

The Meeting Center will not be rented and/or utilized by private individuals, private groups, organizations, companies, or other groups that are not 501-C3 Non-Profits or not Other Governmental Entities.

Other Groups must complete the Room Use Application and Agreement. The County Administrator shall review the application for appropriate group use approval. Any issues with approval or disapproval of an event may be brought before the Commission.

5. Waivers and Disputes

Any waiver of agreement terms, rental fees or policies and procedures must be approved by the Commission prior to the event date(s). Any disputes with the facility rules must be brought before the Commission.

6. FEES

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

Events shall be concluded and facility vacated by 11:00 PM. Rates for events on the weekends and County recognized Holidays are doubled.

7. ASSIGNMENT

This Rental Agreement is not assignable to any other person or entity.

8. INSURANCE

Renter will procure and maintain at its sole cost and expense, comprehensive general liability in which the Commission is an additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Renter will furnish the Commission with a certificate of insurance prior to the Event.

9. ADMISSION

Renter shall not charge admission to any guests or persons on the premises, except in the case of non-profit organizations.

10. PARKING

Parking is limited in front of and on the side of the Facility. Most parking is located behind the Facility. Renter shall not use the dry cleaner's parking lot next to the Facility. The Renter should make every reasonable effort to communicate such prohibition to the prospective attendees of the event. Any event of 100 or more should be considered for hours after courthouse operational hours or weekends when the parking lots at the courthouse are generally empty.

11. CLEANING

Renter shall ensure the space(s) used for the event are clean and returned to the original condition prior to their use. The Renter is responsible for notifying the County Administrator or his/her designee of any unclean areas and/or damage in the utilized event space(s) during preparations but prior to the event.

12. SECURITY DEPOSIT

Within two days following the Event, the Commission or its designee will inspect the Facility. If Renter and guests have not caused any damage to the Facility and the utilized spaces are found to be clean, the Commission will return the security deposit to the Renter within seven days. If Renter and/or guests have caused damage to the Facility and/or failed to clean the utilized spaces, the Commission may retain all or a portion of the security deposit. If the Commission retains any of the rental deposit, it will give written notice to Renter specifying the amount retained and the reasons therefore. The Commission's remedies for damage shall not be limited to retention of the security deposit and the Commission may pursue any additional remedies authorized by law to recover its damages or losses. If the deposit is withheld because of the renter's maliciousness or negligence the renter is barred from renting the Meeting Center again.

13. CANCELLATION

The rental fee will not be refunded if notice of cancellation is received less than three days before the Event. In the event of a power outage or other event that may render the Facility unusable, the rental fee and security deposit will be refunded.

14. RIGHT OF ENTRY AND TERMINATION

The Commission, its officers, agents, and employees shall have the right to enter the Facility at all times during the Event to confirm Renter's conformance to this Agreement. If the Commission determines, in its sole judgment, that Renter has breached a term of this Agreement, the Commission shall have the right to immediately terminate this Rental Agreement prior to the expiration of its term and prior to the conclusion of the Event without any refund to Renter.

15. CONFORMANCE WITH THE LAW

Renter agrees that Renter will abide by and conduct its affairs in accordance with the Commission Meeting Center Policies and Procedures and all laws, rules, regulations, and ordinances, including, but not limited to, those relating to alcohol consumption and noise. Renter shall not engage in or allow any illegal activity to occur at the Center.

16. DAMAGE

Any damages done to the building, including, but not limited to, any plumbing problems arising from the renter's use of the building, will be charged to the renter.

17. ANIMALS

Animals are prohibited from the inside premises of the Meeting Center with the exception of service dogs or Seeing Eye dogs.

18. SMOKING

Smoking including the use of e-cigarettes is prohibited in the Meeting Center.

19. ALCOHOL

There shall be no alcohol allowed in or outside the Meeting Center.

20. PROHIBITED ACTIVITIES

Private social functions, such as wedding receptions, anniversary celebrations, bar mitzvahs, baby showers, birthday parties, and similar activities are prohibited. No athletic events or worship services will be permitted in the room(s).

Electioneering and/or campaigning for candidates is prohibited. This prohibition includes rallies or meetings involving a candidate for election or re-election; activities in support of a candidate for election or re-election, and posting or distributing any candidate information.

21. PROPERTY

Do not take anything belonging to the Meeting Center. Inventory will be taken and the responsible individual will be charged for missing items. Equipment belonging to the County will not be loaned out of the building.

22. DECORATIONS

No decorations are allowed on the Meeting Center walls. Decorations may be placed on tables but must leave **no** marks or residue when removed. Confetti, glitter and candles are not allowed. No decorations or lights may be hung from the ceiling.

23. DISCLAIMER

Commission is **NOT** responsible for lost, damaged or stolen personal items.

24. DEFENSE, INDEMNIFICATION AND HOLD HARMLESS

Renter agrees to defend, indemnify and hold the Commission, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter's guests, agents, or employees.