

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Administration	CODE NUMBER: AC-1-7
TITLE: Private Use of County Office Buildings, Scheduling and Procedure	ADOPTED: 8/20/02
	AMENDED:
	ORIGINATING DEPARTMENT: Facilities Management

PURPOSE/SCOPE:
This Administrative Code is established for the purpose of implementing guidelines for civic groups and citizens seeking use of certain meeting rooms in County owned buildings.

POLICY/PROCEDURE:

1. The meeting rooms contained in this policy which may be used depending on availability are:

ADMINISTRATION BUILDING, 1ST FLOOR CONFERENCE ROOM
(scheduled by Public Resources)

OLD COURTHOUSE - LEE ROOM, EAST ROOM, COMMISSION CHAMBERS
(scheduled by Public Resources)

CONSTITUTIONAL COMPLEX (scheduled by Public Resources)

CAPE CORAL COMPLEX, 1ST FLOOR (scheduled by Facilities Administration)

HUMAN SERVICES CONFERENCE ROOM (scheduled by Human Services)

COMMUNITY DEVELOPMENT AND PUBLIC WORKS, 1ST FLOOR CONFERENCE ROOMS (scheduled by Community Development)

OLD COURTHOUSE STEPS (see Admin Code 8-1).

The Administration Building and Public Works facilities may be booked for use Monday through Friday, 7:30 a.m. to 9:00 p.m., and weekends. The other rooms listed above are available for use during normal working hours, however, with prior scheduling and prior approval from the Facilities Director or County Manager's office, the rooms may be used after hours.

2. The rooms listed above are primarily for the conduct of government business. However, the public may use such rooms, when available, for only a non-profit purpose to exchange ideas of a political, governmental or educational nature or to discuss local County issues. The meeting rooms are not to be used by the public for a private purpose or gain. For example, the rooms may not be used to conduct non-governmental private business, lunches or staff meetings by individuals or groups seeking the use of office space without payment for the space. In addition, the public may not use meeting rooms to sell goods or services for private gain.
3. The County's normal business hours are Monday through Friday, 7:30 a.m. to 5:00 p.m. As indicated above, rooms may be booked after such hours and used no later than 9:00 p.m.
4. Individuals using the rooms after hours may be charged a fee based upon the rate set forth in the County External Fees Manual.
5. Private meetings during the workday may not use the rooms to serve food. This is due to the heavy use of the rooms during the workday with no time in between scheduled meetings for cleaning. Meetings after hours may serve food, after obtaining permission from the Facilities Director or County Manager's Office. No County janitorial services will be supplied for private groups or organizations. Individuals or groups using the meeting rooms are responsible for picking up after themselves and restoring the rooms to the condition that the rooms were found in prior to such use. All leftover food and trash must be removed from the room at the conclusion of the meeting.
6. Scheduling rooms requires a minimum of two weeks notification.
7. Parking for meetings downtown must utilize public garages, street meters or the public lot (availability limited). Anyone needing special parking accommodations for groups over ten persons should contact the Facilities Management Division for guidance.
8. People conducting meetings requiring the use of presentation equipment must make their own arrangements.
9. Rooms are scheduled on an "as available" basis. The County reserves the right to cancel the scheduled use of a meeting room with 24 hours notice prior to the meeting date. Individuals scheduling private meetings in these facilities should be aware that emerging critical County business might pre-empt a scheduled meeting with less than 24 hours notice. The Facilities Director or County Manager's Office will be required to approve cancellations with less than 24 hours notice.