



FLORENCE GOVERNMENT CENTER MEETING ROOM USE AGREEMENT

Please complete this information in its entirety and return via email at least 10 days prior to the event:
Brandi Roundtree (brandi.roundtree@florence-ky.gov).

Name of organization _____

Date requesting _____

Time requested: from _____ until _____

Check one: Government-related organization Non-profit Tenant

Contact Person _____ Phone () _____

Mailing address _____

Estimated Attendance _____ Meeting Purpose _____

_____ Community Room "A" (Seats up to 30 with tables and chairs)

_____ Community Room "B" (Seats up to 24 with tables and chairs)

_____ Community Room "C" (Seats up to 72 with tables and chairs)

_____ Will food be catered or served?

NOTE: **IF SERVING FOOD/BEVERAGES, YOU WILL BE RESPONSIBLE FOR ENSURING THE ROOM(S) ARE CLEAN AND TRASH HAS BEEN THROWN AWAY. FAILURE TO DO SO COULD DIMINISH ROOM AVAILABILITY FOR FUTURE MEETINGS FOR YOUR ORGANIZATION. FURNISHINGS MUST BE RETURNED TO THEIR ORIGINAL CONFIGURATION BEFORE USER'S DEPARTURE.**

As exhibited by my signature below, I agree that I have read the **Community Room Reservation Policy** for the use of the Florence Government Center meeting rooms and agree to adhere to all the requirements. Further, I agree to remit payment for any damage caused to Florence-owned property, and, to the extent possible, will indemnify and hold the City of Florence, and all its elected officials, employees, and agents, harmless for any injuries or claims related to my or my organization's use of the meeting room.

Applicant's signature

Date

COMMUNITY ROOM RESERVATION POLICY

Restrooms are located off the upper and lower level lobbies.
The elevator is located in the central lobby area.

Scheduling and Use

The Florence Government Center Community Room Use Agreement must be completed and approved prior to booking the room.

Reservations will be accepted on a first-come basis with priority as listed below. Reservations can be canceled by the City due to a conflict in scheduling.

1. City-related business
2. Affiliated government-related organizations
3. Non-profit organizations with Florence affiliation
4. Limited Florence Government Center tenant related meetings

If the Emergency Operations Center is activated, this activity always take precedence over all other scheduled activities.

Meeting rooms are available Monday through Friday. ***The meeting rooms are not available for use on Saturdays, Sundays, or other days city offices may be closed.***

Meetings/events may not start prior to 8:30 a.m. and must conclude by 8:30 p.m., unless approved by the Mayor and/or City Coordinator. **Attendees must complete the required clean-up and vacate the facility no later than 8:30 p.m.**

Regularly recurring meeting dates may be granted with the approval of the Mayor and/or City Coordinator.

Prohibited uses of the meeting rooms include, but are not limited to: dances, parties, weddings, political rallies, and religious services.

The Mayor and/or City Coordinator reserve the right to deny use of the meeting room(s) to any organization.

Rules and Responsibilities for the Community Room Use

TOBACCO USE IS PROHIBITED in the Florence Government Center. This includes ALL areas of the building.

Applicants must be over 21 years of age to reserve a meeting room. The applicant must complete and sign the *Florence Government Center Meeting Room Use Agreement* and must be present during the entire meeting.

Health Department regulations require shirts and shoes to be worn at all times.

Use of alcohol is prohibited in the Florence Government Center.

The kitchenette in the lower level lobby is available for light use such as refrigeration and serving. The kitchen facility is not available for full meal preparation. Coffee, soft drinks, condiments, and all paper products are the responsibility of the user and will not be provided by the City of Florence. Supplies stored in the kitchen cabinets are not available for public use. All items should be discarded or taken with the user at the conclusion of their event.

Cleaning Responsibilities

The Community Rooms are to be left in the same condition in which they were found. All furnishings must be returned to their original positions.

All garbage is to be gathered and placed into the garbage cans provided.

The refrigerator, countertops, and sink should be wiped down, if used.

Equipment Use

The City's audio/visual equipment is not available for use, and the City's technology services provider is not available for assistance.

Parking Accommodations

During the City's regular business hours, users of the Community Room facilities should use the parking lot between the Veterans Memorial and the Aquatic Center. The North and South parking lots immediately adjacent to the Florence Government Center are for use of the public conducting business at the Florence Government Center.

EMERGENCIES

FIRE

Report any foreign odors or smoke immediately to any City Staff member or pulling the fire alarms located in the hallways.

If an audible emergency alarm is sounded, accompanied by flashing red alarm lights, WALK – DO NOT RUN, to one of the 2 stairwells or to the exit nearest you.

DO NOT USE THE ELEVATOR. If on the lower level, please exit out the door there or move quickly and carefully up the stairs and evacuate the building through the exterior door at the top of the stairs.

Once outside, move quickly to the exterior safety zone – the grassy area on the far side of the Boone County Veterans Memorial.

REMAIN CALM.

DO NOT LEAVE THE PREMISES unless asked to do so.

Stay clear of any emergency equipment.

DO NOT RE-ENTER THE BUILDING until notified it is safe to do so.

TORNADO and TORNADO ALERTS:

WALK – DO NOT RUN – to one of the 2 stairwells located at the ends of the north and south hallways. These stairwells are designated interior safety zones.

DO NOT LEAVE until directed to do so by emergency personnel.

EARTHQUAKE

Take cover under a table or stand in a doorway.

When the shaking from the earthquake stops, proceed quickly and cautiously to one of the 2 stairwells at the north and south ends of the hallway.

Move quickly and carefully up the stairs and exit the building through the exterior door at the top of the stairs or the exterior door in the lower level.

Move quickly to the exterior safety zone – the grassy area east of the Boone County Veterans Memorial.

DO NOT RE-ENTER the building until it has been determined to be structurally sound.