

**RESOLUTION NO. 24-\_\_\_\_\_**

**RESOLUTION REPEALING USE POLICY FOR COUNTY ADMINISTRATION BUILDING ADOPTED JUNE 27, 2000.**

**WHEREAS**, on June 27, 2000, the Board approved the Use Policy for the County Administration Building which allows outside groups and organizations to use the boardroom, training center, and conference rooms in the County Administration Building; and

**WHEREAS**, the Board wishes to repeal the Use Policy for the County Administration Building.

**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF POLK COUNTY, FLORIDA, THAT:**

1. The Use Policy for the County Administration Building attached hereto as Exhibit 1 and approved on June 27, 2000, is hereby repealed.
2. **EFFECTIVE DATE.** This Resolution shall be effective upon adoption.

**ADOPTED IN REGULAR SESSION DULY ASSEMBLED THIS 16TH DAY OF APRIL 2024.**

**ATTEST:  
STACY M. BUTTERFIELD, CLERK**

**BOARD OF COUNTY COMMISSIONERS  
POLK COUNTY, FLORIDA**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
W.C. Braswell, Chairman

**TITLE: USE OF COUNTY ADMINISTRATION BUILDING - REQUIREMENTS AND PROCEDURES**

**PURPOSE:** To provide for the orderly and responsible use of the County Administration Building by appropriate organizations and to ensure that said use is not unduly subsidized by the taxpayers.

**POLICY:** The County Manager is authorized to permit governmental entities promoting a public purpose and other groups as defined below to utilize County meeting rooms and other facilities, on a "first come, first served" basis, at times when they are not needed for the conduct of County business. Facilities are available for use Monday - Friday, normal business days, from 8:00 a.m. to 10:00 p.m. only.

Other groups authorized to use the facility under this policy include:

1. A not-for-profit corporation incorporated under chapter 617, Florida Statutes, and qualified under section 501(c)(3) of the Internal Revenue Code.
2. County executive committees and/or state representatives of political parties, including minor political parties, as described in chapter 103, Florida Statutes, and registered with the Department of State, Division of Elections.
3. Political committees registered with the Department of State, Division of Elections, and as defined at chapter 106, Florida Statutes, and committees of continuous existence, as described at section 106.4, Florida Statutes.

Any governmental organization or authorized group desiring to use a County facility must make a reservation for the use of the facility at least seven business days in advance of the proposed date of use. The reservation must be made with the Administrative Services Department. An applicant for the use of a facility must furnish the Administrative Services Department with information concerning the following:

- the facility requested
- the date and time of proposed use
- the name of the organization or group requesting the use
- the name, address, and telephone number of the person who will be in charge of the meeting
- the type of event that will be conducted

Any governmental organization (except elected officials or Board appointed committees) or other eligible groups desiring to use a County facility shall pay a fee for the use of said facility in an amount sufficient to reimburse the County for the cost of the heat, lights, air-conditioning, custodial services, security and other expenses associated with the use of the facility. The fee to be paid shall be specified on a fee schedule promulgated by the County Manager and approved by the Board of County Commissioners.

The County Manager is authorized to promulgate rules and regulations for the use of County administration facilities. These rules and regulations shall be designed to make the facilities available on an equitable basis, to preserve the security of the building and the property located therein, to conserve resources, and to guard against damage to the building and property located therein.

The applicant signing the Agreement for Use of County Facilities will be considered the legal agent of the governmental organization or group using the facility and, as such, will be responsible for compliance with all conditions for facility use. The applicant signing the Agreement and the organization represented will indemnify the County and any person whose property may be within that facility for loss or damage to such property caused by any persons attending said meeting, or any damage or injury arising out of, or in any manner attributable to the holding of said meeting or the use of such facility.

PROCEDURES: (attached)

**USE OF COUNTY ADMINISTRATION BUILDING**

**FEE SCHEDULE**

**COMMISSION BOARDROOM (175 Capacity)**

**(1 hour minimum)**

<b>Minimum Rental Fee - 8:00 a.m. - 10:00 p.m.</b>	<b>\$ 15.00 per hour</b>
<b>Additional After-hours Fee - 5:00 p.m. - 10:00 p.m.</b>	<b>\$ 23.00 per hour</b>

**MULTI-PURPOSE ROOM AND TRAINING CENTER**

**(1 hour minimum)**

<b>Minimum Rental Fee - 8:00 a.m. - 10:00 p.m.</b>	<b>\$ 15.00 per hour</b>
<b>Additional After-hours Fee - 5:00 p.m. - 10:00 p.m.</b>	<b>\$ 23.00 per hour</b>

**CONFERENCE ROOMS (Capacity Varies)**

**( 1 hour minimum)**

<b>Minimum Rental Fee - 8:00 a.m. - 10:00 p.m.</b>	<b>\$ 10.00 per hour</b>
<b>Additional After-hours Fee - 5:00 p.m. - 10:00 p.m.</b>	<b>\$ 23.00 per hour</b>

**All payments for rental fees shall be a check issued by the user organization, the applicant's personal check, or certified funds. All checks shall be made payable to Board of County Commissioners.**