

**F. Consent Agenda - Public Works Department  
ITEM 3.**



**AGENDA REPORT  
March 26, 2019**

**Approval RE: BCC-56 Public Use of Meeting Rooms at the Brevard County  
Government Centers**

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**SUBJECT:**

Approval of revisions to Board Policy BCC-56 Public Use Of Meeting Rooms at Brevard County Government Centers.

**FISCAL IMPACT:**

None

**DEPT/OFFICE:**

Public Works

**REQUESTED ACTION:**

It is requested that the Board of County Commissioners approve revisions to Policy BCC-56 as outlined below.

**SUMMARY EXPLANATION and BACKGROUND:**

Policy BCC-56 allows the public use of meeting rooms at Brevard County Government Centers.

Minor revisions have been made to the Policy as attached.

**ATTACHMENTS:**

**Description**

- ▣ **Policy BCC-56 Redline**
- ▣ **Policy BCC-56 Clean**



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March 27, 2019

**M E M O R A N D U M**

**TO:** Frank Abbate, County Manager

**RE:** Item F.3., Approval of Policy BCC-56 Public Use of Meeting Rooms at the Brevard County Government Centers

The Board of County Commissioners, in regular session on March 26, 2019, approved and executed revisions to Policy BCC-56, to allow public use of Meeting Rooms at the Brevard County Government Centers. Enclosed is the fully-executed Policy for your action.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*for Denna Scott*  
Tammy Rowe, Deputy Clerk

/cmw

Encl. (1)

cc: Interim Public Works Director



BOARD OF COUNTY COMMISSIONERS

## POLICY

NUMBER: BCC-56  
CANCELS: 04/14/2018  
APPROVED: 03/26/2019  
ORIGINATOR: Facilities  
REVIEW: 03/26/2022

### TITLE: Public Use of Meeting Rooms at the Brevard County Government Centers

#### I. OBJECTIVE

To allow the public use of meeting rooms at the Brevard County Government Centers.

#### II. DEFINITIONS AND REFERENCES

A. BCC-055, Public Meetings at the Brevard County Government Center;

B. Rooms and Sizes:

1. Commission Room/Viera – maximum capacity 200
2. Florida Room/Viera – maximum capacity 92
3. Space Coast Room/Viera – maximum capacity 75
4. Atlantic Room/Viera – maximum capacity 35
5. Brevard Room, Brevard County Government Center North, Titusville – maximum capacity 125

#### III. DIRECTIVES

A. Meeting rooms will be made available for use by the public on a space available basis. It shall be at the discretion of the County to determine availability of rooms. Priority will always be given to County and Government functions.

B. Meeting rooms are not available for groups that have unlawful, discriminatory membership requirements, or for-profit organizations. The County Manager reserves the authority to permit for-profit organizations to use the meeting rooms in the interest of the health and welfare of County staff (ie: Weight Watchers). Public access to meetings in these rooms may not be restricted.

#### C. **Fees:**

1. A fee for direct costs to the County will be charged. If security is required, with the sole discretion of the County Manager, an additional cost will also be charged to the User.

Florida Room	\$12.00/hour
Space Coast Room	\$12.00/hour
Commission Room	\$20.00/hour
Brevard Room	\$15.00/hour

2. Personnel (\$28.00/hour) and/or security (\$12.95/hour) costs, in addition to the above room rates, will apply if needed. If an authorized County staff

Manager or designee may waive the personnel costs for the after –hours or weekend use.


3. The user may not impose a fee to attend a meeting in a County meeting room except when the purpose of the meeting is improving the health and welfare of County staff (ie: Weight Watchers). Community based not-for-profit organizations may charge fees to recover their costs (ie: speaker fees, materials, supplies) with the County Manager's approval.
- D. **Special Events** to be conducted by a community based not-for-profit organization at the Government Centers may be approved by the County Manager on a case by case basis. The community-based group will be required to incur the expense of any additional costs to the County.
1. A Hold Harmless Agreement must be completed. The County Manager reserves the right to require liability insurance.
- E. Refreshments are prohibited in all meeting rooms. The lobby areas are available for these needs during breaks.
- F. The room is to be returned to the same arrangement and condition as before the meeting. The County reserves to require a cleaning deposit of \$100.00.
- G. Reservations will only be made for up to six (6) months in advance. Renewals may be authorized by the County Manager. Keys to the room may be obtained and signed for during normal office hours if a meeting is scheduled outside of these hours.

#### IV. RESERVATION OF AUTHORITY

The Authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

Attest:

  
\_\_\_\_\_  
Scott Ellis, Clerk

  
\_\_\_\_\_  
Kristine Isnardi, Chair  
Board of County Commissioners  
As approved by the Board on 03/26/2019



BOARD OF COUNTY COMMISSIONERS

## POLICY

File  
5/14/22

NUMBER: BCC-56  
CANCELS: 04/14/2018  
APPROVED: 03/26/2019  
ORIGINATOR: Facilities  
REVIEW: 03/26/2022

### TITLE: Public Use of Meeting Rooms at the Brevard County Government Centers

#### I. OBJECTIVE

To allow the public use of ~~conference and~~ meeting rooms at the Brevard County Government Centers.

#### II. DEFINITIONS AND REFERENCES

A. BCC-055, Public Meetings at the Brevard County Government Center;

B. Rooms and Sizes:

1. Commission Room/Viera – maximum capacity 200
2. Florida Room/Viera – maximum capacity 92
3. Space Coast Room/Viera – maximum capacity 75
4. Atlantic Room/Viera – maximum capacity 35
5. Brevard Room, Brevard County Government Center North, Titusville – maximum capacity 125

#### III. DIRECTIVES

A. ~~Conference Rooms and~~ **Meeting** rooms will be made available for use by the public on a space available basis. It shall be at the discretion of the County to determine availability of rooms. Priority will always be given to County and Government functions.

B. Meeting rooms are not available for groups that have unlawful, discriminatory membership requirements, or for-profit organizations. The County Manager reserves the authority to permit for-profit organizations to use the meeting rooms in the interest of the health and welfare of County staff (ie: Weight Watchers). Public access to meetings in these rooms may not be restricted.

#### C. **Fees:**

1. A fee for direct costs to the County will be charged. If security is required, **with the sole discretion of the County Manager,** an additional cost will also be charged to the User.

Florida Room	\$12.00/hour
Space Coast Room	\$12.00/hour
Commission Room	\$20.00/hour
<del>Supervisor of Elections Canvassing Room/Viera</del>	<del>\$15.00/hour</del>
Brevard Room	\$15.00/hour

2. **Personnel (\$28.00/hour) and/or security (\$12.95/hour) costs, in addition to the above room rates, will apply if needed.** If an authorized County staff person is available to supervise the use of the conference room, the County Manager or designee may waive the personnel costs for the after-hours or weekend use.
  3. The user may not impose a fee to attend a meeting in a County **meeting** conference room except when the purpose of the meeting is improving the health and welfare of County staff (ie: Weight Watchers). Community based not-for-profit organizations may charge fees to recover their costs (ie: speaker fees, materials, supplies) with the County Manager's approval.
- D. **Special Events** to be conducted by a community based not-for-profit organization at the Government Centers may be approved by the County Manager on a case by case basis. The community-based group will be required to incur the expense of any additional costs to the County.
1. A Hold Harmless Agreement must be completed. The County Manager reserves the right to require liability insurance.
- E. Refreshments, **with the exception of bottled water,** are prohibited in **all meeting** ~~the Commission Room and Space Coast~~ rooms. The lobby areas are available for these needs during breaks.
- F. The room is to be returned to the same arrangement and condition as before the meeting. The County reserves to require a cleaning deposit of \$100.00.
- G. Reservations will only be made for up to six (6) months in advance. Renewals may be authorized by the County Manager. Keys to the room may be obtained and signed for during normal office hours if a meeting is scheduled outside of these hours.

#### IV. RESERVATION OF AUTHORITY

The Authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

Attest:

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Scott Ellis, Clerk

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Kristine Isnardi, Chair  
Board of County Commissioners  
As approved by the Board on 03/26/2019