

Meeting Date
April 28, 2015



AGENDA	
Section	CONSENT
Item No.	<i>II.C.8</i>

AGENDA REPORT
 BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approval RE: BCC-56 Public Use of Meeting Rooms at the Brevard County Government Centers
DEPT/OFFICE:	CENTRAL SERVICES/FACILITIES

Requested Action:

It is requested that the Board of County Commissioners approve Policy BCC-56 regarding public use of meeting rooms at Brevard County Government Centers.

Summary Explanation & Background:

Policy BCC-31, Sunset Review of Programs, Services, Ordinances, Policies, and Administrative Orders, requires policies be subjected to review every three years to determine their relevance, appropriate department assignment, duplicitous, and to maintain current statutory law updates. The review is performed at three levels: Department, County Manager, and Board of County Commissioners.

Policy BCC-56 allows the public use of conference and meeting rooms at the Brevard County Government Centers. The Policy outlines the meeting room capacities, fees, and rules associated with public use of the facilities.

No changes to Policy BCC-56 are recommended.

FISCAL IMPACT: none

Clerk to the Board instruction:

Exhibits Attached: BCC-56

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

County Manager	Deputy County Manager	Department Director / Extension
<i>[Signature]</i>		
Stockton Whitten	Assistant County Manager	Teresa Camarata, Central Services Director
		<i>Teresa Camarata</i>



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April 29, 2015

MEMORANDUM

TO: Stockton Whitten, County Manager

RE: Item II.C.8., Policy BCC-56 for Public Use of Meeting Rooms at the Brevard County Government Center

The Board of County Commissioner, in regular session on April 28, 2015, approved Policy BCC-56 regarding public use of meeting rooms at Brevard County Government Center. Enclosed is the original Policy for your action.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge

Tammy Etheridge, Deputy Clerk

/kg

Encl. (1)

cc: Central Services Director

POLICY

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

NUMBER: BCC-56
CANCELS 11/10/2009
APPROVED: 04/14/2015
ORIGINATOR: Central Services/Facilities
REVIEW: 04/14/2018

I. OBJECTIVE

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

II. DEFINITION AND REFERENCES

- A. BCC-55, Public Meetings at the Brevard County Government Center.
- B. BCC-56, Public Use of Meeting Rooms at the Brevard County Government Center.
- C. Rooms and sizes:
 - (1) Conference Rooms/Viera - 15-20 people
 - (2) Commission Room/Viera - maximum capacity 200
 - (3) Florida Room/Viera - maximum capacity 92
 - (4) Space Coast Room/Viera - maximum capacity 75
 - (5) Supervisor of Elections Canvassing Room/Viera - maximum capacity 45
 - (6) 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 to fund additional direct costs to the County for the use of the rooms by groups or organizations will be charged for after-hours and weekend use. If security is required, that cost will be charged to the User.

Florida Room

\$12.00/hour

Space Coast Room	\$12.00/hour
Commission Room	\$20.00/hour
Supervisor of Elections Canvassing Room/Viera	\$15.00/hour
Brevard Room, Brevard County Government Center North, Titusville	\$15.00/hour

- (2) Personnel and/or security costs of up to \$24.00 per hour (3-hour minimum), in addition to the above room rates, will apply. If an authorized County staff person is available to supervise the use of the meeting room/facility, the County Manager or designee may waive the personnel costs for after-hour or weekend use.
- (3) The user may not impose a fee to attend a meeting in a County conference or 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 Center 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 the Commission Room. The lobby area is 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 the right to require a cleaning deposit of \$100.00 to cover any problems regarding the cleaning of the meeting room, common areas and restrooms after use.


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


 Robin Fisher, Chairman
 Board of County Commissioners
 Brevard County, Florida

As approved by the Board: April 28 2015