

COUNTY COMMISSIONERS CHAMBERS

POLICY NO. 05-01

PURPOSE: It is the intent of the Board of County Commissioners by the adoption of this policy to establish written guidelines to ensure uniformity when scheduling the County Commissioners Chambers located within the Hernando County Government Center/Administration Building for meetings.

Additionally, it is the intent of the Board that the following policy ensures the security of the meeting room and the remaining floors of the building at all times.

POLICY: Scheduling of the Commission Meeting Chambers shall be done in the following manner:

1. All requests for scheduling of the Commission Chambers will be handled by the County Administrator's Office.
2. Requests for use of the Commission Chambers will be scheduled in the following order:
 - a. County Commissioners take precedence
 - b. County Departments
 - c. Other State and County agencies
 - d. Other requestors, groups, organizations, etc.

There will not be a charge for governmental agencies utilizing the Chambers. However, all nongovernmental agencies, organizations, individuals, etc., will be charged the following fees due to the need for security and cleaning of the Chambers.

(NOTE: Nongovernmental agencies are defined as being nonprofit organizations or private entities which are not governed by County or State agencies or those which do not receive annual budgeted County funds. Those funded by the County will not be charged.

FEES:

1. A \$500.00 security deposit will be required. This fee will be refunded if the Chambers, once inspected, are found to be in acceptable condition.
2. A \$50.00 fee will be charged for the first hour and \$25.00 for every hour or portion thereof.

All agencies, organizations, groups, etc., will be required to sign a License Agreement and Indemnification Agreement for use of the facility.

BUILDING SECURITY:

Any organization, group or entity holding a meeting or function in the County Commissioners' Meeting Room or anywhere in the Government Center complex after 5:15 P.M., which is open to the public, shall pay the costs associated with providing Courthouse security. Security shall include scanning meeting attendees as they enter the building and remaining on-site until the meeting concludes. All judicial-related functions and proceedings will be exempt from this requirement.

Replaces: Policy No. 88-06
Reference: September 28, 1988
Adopted: September 18, 1991
Revised: May 25, 2004
Revised: March 13, 2012