

COMMUNITY ROOM RESERVATION POLICY

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

If the Emergency Operations Center (EOC) is activated, this activity will take precedence over all other scheduled activities.

Meeting Rooms are available Monday through Friday, with the exception of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day, or any other day the City offices are closed. ***The meeting rooms are not available for such use on Saturdays or Sundays.***

Meetings/events may not start prior to 8:30 a.m without approval from the City, and must conclude by 9 p.m unless approved by the City. **Attendees must complete the required clean-up and vacate the facility no later than 9 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.

RESPONSIBILITIES AND RULES FOR MEETING ROOM USE

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 Florence Government Center is a smoke-free facility. Smoking is permitted outside the facility only.

The kitchen 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. This includes, but is not limited to: coffee pots, utensils, dishes, condiments and paper goods.

Misuse of or damage to City property will result in the user being required to pay for damages and may result in denial of any future use of the meeting rooms.

Appropriate behavior is required by anyone and everyone associated with the meeting room usage. Disruptive behavior will result in denial of any future use of the meeting rooms.

Duly authorized City employees may enter the meeting room(s) at any time during the use of same.

The user and group meeting is responsible for reading and abiding by the Florence Government Center Emergency Action Procedure prior to every meeting room use.

CLEANING RESPONSIBILITIES

The meeting 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.

If used, the refrigerator, countertops and sink should be cleaned after use.

Any additional cleaning costs will be the responsibility of the user.

EQUIPMENT USE AND TELEPHONES

The City's audio/visual equipment is *not* available for use by meeting room users. However, the screens can be used with prior notification. Wi-fi is also available when you bring your own computer.

The City is unable to make copies or send/receive facsimile for users of the meeting rooms.

The City is unable to handle incoming personal or business calls. Unauthorized use of the City's business phones is prohibited.

PARKING FACILITIES

During the City's regular business hours, users of the meeting room facilities are limited to no more than 45 vehicles in the parking lots on either end of the Florence Government Center. All additional vehicles must be directed by the user to the parking lot on the southeast corner of Ewing Boulevard and KY 18. Large vehicles, buses and trucks associated with the use of the meeting room(s) are prohibited from parking in the parking lots on either end of the Florence

Government Center, and must be directed by the user to the parking lot on the southeast corner of Ewing Boulevard and KY 18.