



BOARD OF COUNTY COMMISSIONERS

## POLICY

NUMBER: BCC-56  
CANCELS: 03/26/2022  
APPROVED:  
ORIGINATOR: Facilities  
REVIEW:

### 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. Meeting Room(s): Room Names 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. A Meeting Room Reservation Form (which is attached hereto as Exhibit A and which may be modified by the County Manager from time to time) will need to be approved by the County. 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 will be collected from the User at the time the reservation is approved. The fee includes the hourly cost of the meeting room (per the below fee schedule) and the hourly cost of security services for after-hour and weekend meetings.

Florida Room	\$24.00/hour
Space Coast Room	\$24.00/hour
Commission Room	\$40.00/hour
Brevard Room	\$30.00/hour
Atlantic Room	\$12.00/hour
Security	\$26.94/hour and \$40.41/hour (Overtime)

2. Personnel (\$36.00/hour) , in addition to the above room rates, will apply, if needed as determined by the County.
  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 prior written approval.
- D. A Hold Harmless Agreement (which is attached hereto as Exhibit B and which may be modified by the County Manager from time to time) must be completed by the User. The County Manager reserves the right to require liability insurance based on the nature of the Program/Event.
  - E. Refreshments, with the exception of bottled water, are prohibited in all meeting rooms. The non-carpeted lobby areas are available for these needs during breaks.
  - F. The meeting 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 in the form of a check made payable to the Brevard County Board of County Commissioners. If the meeting room is returned in an acceptable condition, the cleaning deposit shall be returned to the User.
  - G. Reservations must be made on the County's Meeting Room Reservation Form at least seven (7) business days in advance of the intended date of use. Reservations will only be made for up to six (6) meetings in one calendar year. Renewals may be authorized by the County Manager. Keys to the room may be obtained and signed for during normal office hours, Monday-Friday, 8:00 am to 5:00 pm, if a meeting is scheduled outside of these hours.
  - H. A minimum of seven (7) business days' notice is required for cancellations by the User. The County reserves the right to deduct from the User's deposit and invoice the User for the remaining costs of the meeting room and security services incurred by the County if proper cancellation is not made by the User as outlined above. Any refunds will be issued to the User per the Local Government Prompt Payment Act, Section 218.70, Florida Statutes, et seq.
  - I. If a meeting exceeds the reserved time, the County shall deduct from the User's deposit the costs incurred by the County and any remaining balance shall be invoiced to the User at the applicable rates listed above. Payment from the User is due within five (5) business days of receipt of the invoice. Failure to remit payment may result in the cancellation of future meeting reservations made by the User until such payment has been received by the County.

- J. Any violation of this policy may result in revocation of the User's privilege to use meeting rooms at the Brevard County Government Centers in the future. The County Manager reserves the right to cancel future meetings made by the User.

IV. RESERVATION OF AUTHORITY

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

Attest:

\_\_\_\_\_  
Rachel Sadoff, Clerk

\_\_\_\_\_  
Jason Steele, Chair

As approved by the Board on: \_\_\_\_\_