

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Administration	CODE NUMBER: AC-1-7
TITLE: Private Use of County Office Buildings, Scheduling and Procedure	ADOPTED: 8/20/02
	AMENDED: 2/21/12; 8/15/17
	ORIGINATING DEPARTMENT: Facilities Services

PURPOSE/SCOPE:

This Administrative Code is established for the purpose of implementing guidelines for civic groups and citizens seeking use of certain meeting rooms in County owned buildings.

POLICY/PROCEDURE:

1. County Meeting rooms are available for use during normal working hours, as defined in Section 3; however, with prior scheduling and prior approval from the Facilities Construction and Management Director or County Manager's office, the rooms may be used after hours and on weekends. For meeting room availability contact Lee County Permitting.
2. The rooms listed above are primarily for the conduct of government business. However, the public may use such rooms, when available. The public may not use meeting rooms to sell goods or services for private gain.
3. The County's normal business hours are Monday through Friday, 7:30 a.m. to 5:00 p.m. As indicated above, rooms may be booked after such hours and used no later than 9:00 p.m.
4. Individuals using the rooms after hours may be charged a fee based upon the rate set forth in the County External Fees Manual.
5. Private meetings during the workday may not use the rooms to serve food. This is due to the heavy use of the rooms during the workday with no time in between scheduled meetings for cleaning. Meetings after hours may serve food, after obtaining permission from the Facilities Director or County Manager's Office. No County janitorial services will be supplied for private groups or organizations. Individuals or groups using the meeting rooms are responsible for picking up after themselves and restoring the rooms to the condition that the rooms were found in prior to such use. All leftover food and trash must be removed from the room at the conclusion of the meeting.
6. Use of alcohol on Lee County owned and operated property is permitted with written approval by the County Manager or designee. Upon obtaining the County Manager's or designee's written approval, a special event permit must be obtained from the County and municipality if the property is located in an incorporated area.

7. Scheduling rooms requires a minimum of two weeks notification.

8. Parking for meetings downtown must utilize public garages, street meters or the public lot (availability limited). Anyone needing special parking accommodations for groups over ten persons should contact the Facilities Construction and Management Division for guidance.

9. People conducting meetings requiring the use of presentation equipment must make their own arrangements.

10. Rooms are scheduled on an “as available” basis. The County reserves the right to cancel the scheduled use of a meeting room with 24 hours notice prior to the meeting date. Individuals scheduling private meetings in these facilities should be aware that emerging critical County business might pre-empt a scheduled meeting with less than 24 hours notice. The Facilities Director or County Manager’s Office will be required to approve cancellations with less than 24 hours notice.