

**Building Services Department
City of Tallahassee
Conference Room Reservation Agreement
850-891-8650**

Conference Room Requested: _____

Date Requested: _____

Time Requested: _____ Until: _____

Subject of Meeting: _____

Number of Attendees: _____

Set Up Requested (Tables Arranged): _____

Equipment Needed (Video/TV/Computer): _____

The procedures outlined in this guideline shall apply to all organizations and groups requesting use of the Commission Chambers, Florida Room and Tallahassee Room, located in City Hall.

Groups of public and not for profit organizations as specified in City Policy Number 301 may use the City Commission Chambers and/or 2nd floor conference rooms on a first-come, first-serve basis when approved by Building Services Director (or designee), available, and not in conflict with any scheduled meeting of the Tallahassee City Commission or city departments. Confirmation of availability will be within 24 hours (work days only) of request. The 3rd and 4th floor conference rooms and individual department conference rooms are not available to public and not for profit organizations. The City Manager or his/her designee is authorized to rescind meetings of public and not for profit groups; any meeting at any time may be cancelled. You will be notified regarding the cancellation. If more than 75 attendees are planned, a fee is charged and will be requested prior to finalizing the reservation.

Reservation Instructions and Options

1. US Mail: Mail completed form to Conference Room Reservations, Building Services Department, 300 S. Adams St., Box A3, Tallahassee, FL 32301, **Email:** BuildingServices@talgov.com, or **Deliver to City Hall, Third Floor:** Drop off completed form to Building Services, City Hall, 300 S. Adams St., Tallahassee, FL 32301.

2. An invoice will be mailed or emailed to the organization within 30 days of request or if reservation is within 30 days, an invoice will be mailed or emailed within 5 days. Instructions are on the invoice form for completion. ***Please note all required fees must be received at least 72 hours prior to the event or reservation will be canceled.*** Follow the instructions on the invoice and submit the payment as requested.

3. Building Services will confirm room reservation after verification the room is available for the requested time and the room is approved for scheduling.

If you have any questions on your reservation, please contact Building Services at (850) 891-8650. Cancellations should be emailed to Building Services at BuildingServices@talgov.com as soon as possible.

Meetings may begin between 8:00 a.m. and 7:00 p.m., and end by 10:00 p.m. on the days City Hall is open. **No meetings will be scheduled on weekends or holidays**, unless specifically authorized by the City Manager or his/her designee. No food or beverages will be allowed in the City Commission Chambers. No alcoholic beverages are allowed in City Hall, unless specifically authorized by the City Manager or his/her designee. Smoking is not allowed in City Hall.

Contact Signature

Date

Name of Contact (print)

Cell Phone

Organization

Work or Home Phone Number

Address

Email Address