

GUIDELINES FOR USAGE OF THE LEON COUNTY TRAINING AND COMMUNITY CENTER

The Leon County Training and Community Center is located in the original Tallahassee Train Station built circa 1858. The station (with its c.1880 addition) is on the National Register of Historic Places. In July 2000, a portion of the building was converted to the Leon County Training and Community Center and is available for use by Leon County employees and community-based organizations as a meeting area and/or professional space. To protect the historic fabric of this Tallahassee landmark, each user agrees to the following guidelines:

A. RECORD OF RESERVED EVENTS

The Leon County Division of Health and Human Services (HHS) is responsible for maintaining records of all reservations for usage of the Center.

B. DESCRIPTION OF THE SPACE AND AMENITIES

The Center, located at 918 Railroad Avenue, includes the following:

- Holds 65 person theater style (maximum occupancy)
- 16 rectangular tables available (seat 64 persons classroom style)
- Water fountains and bathrooms
- White boards and markers (may want to bring own markers)
- Coffee machine available (users must provide coffee supplies)
- Equipment available for checkout (TV/VCR, Podium with Microphone and Overhead Projector for PowerPoint presentations)
- Adjoining kitchen, with full-size refrigerator and microwave (**utensils, kitchenware, large trashbags, dishtowels, dish detergent, are not provided**)
- Building Handicap Ramp Access

C. RESERVATIONS

1. The Center is available on a first-come, first-serve basis. Therefore, all persons and organizations wishing to use the Center must reserve the date and time via the Department of Veteran Services website at www.leoncountyfl.gov. Confirmation via email will be received within two (2) days of the reservation. Confirmation will not be given until payment is received if the reservation requires security.

Persons not having access to a computer may reserve the Center via telephone (850)606-1947, FAX (850) 606-1941 or in person at Leon County Veteran Services, located at 918 Railroad Avenue. If for some reason you cannot reach someone at that number, please call (850)606-1900.

2. Reservations may not be made earlier than 12 months prior to an event.
3. The Center is available for use 8:00a.m.until 11:00p.m., Monday through Friday and 8:00a.m. until 11:00p.m. on Saturdays and Sundays.
4. No charge will be assessed for use of the Center between the hours of 8:00a.m.until 5:00p.m., Monday through Friday. Leon County Board of County Commissioners' employees may use the Center free of charge for official county business only.
5. The Center must be vacated no later than 11:00p.m., Monday through Friday and 11:00p.m., Saturday and Sunday.
6. All persons who reserve the Center for 5:00p.m., Monday through Friday and 8:00a.m. until 11:00p.m., Saturday and Sunday will be charged **\$13** per hour for a security guard. There is a **3** hour minimum for security. The guard will ensure the safety of all persons utilizing the facility. Reservations should be made at least 14 working days prior to the event. Payment must be submitted to the Veteran Services Division seven (7) days prior to the event.
7. Personal checks or money orders should be made payable to:
Barkley Security and noted for Building Security
8. The reservation must be used by the person or group for which the reservation is made. No transfers allowed. The person reserving the Center must be at least 21 yrs of age.
9. The user agrees to abide by all pertinent local, state and federal laws and ordinances.

C. CANCELLATION OF RESERVATION

1. Cancellations for use of the Center must be made no later than 72 hours or three (3) days prior to the event. Failure to observe this guideline will cancel future use of the Center.

2. Refund of payment for building security will be provided only for cancellations made at least seven (7) days prior to the event.
3. The Health and Human Services Division reserves the right to cancel a reservation.

D. RESTRICTIONS

1. Alcoholic beverages and other intoxicants are not permitted on the premises.
2. Loud music and/or disc jockeys will not be permitted.
3. No smoking is permitted inside the Center.
4. There is no access to a telephone inside the Center, however, cellular phones are permitted.
5. ALL trash and other refuse from events MUST be placed in plastic bags and placed in the receptacles. Trash/plastic bags are not provided. (there is a trash dumpster in front of the Center)
6. ALL materials brought into the Center must be removed immediately following the event.
7. **Any food or drink spilled within the Center MUST be cleaned up.**
8. If the kitchen is used, all surfaces and the sink in the kitchen MUST be thoroughly cleaned. Cleaning products are not provided.
9. Nothing is to be stapled, taped or attached to any structure, walls, windows, doors, in and around and adjacent to the Amtrak building and parking areas.
10. Furniture (tables and chairs) must not be removed from the Center and should be left clean and restored to its original configurations.
11. No animals of any kind are permitted inside the Center, except for those trained to assist disabled persons.
12. Adult supervision is required of minors at all times during the event.
13. Grilling, barbecuing, or eating food is not permitted on the outside of the building and/or parking areas.

F. DENIAL OF USE

Failure to strictly adhere to all or any part of the Community Center Guidelines will be denied future use.

G. PERSONAL PROPERTY/INJURIES

Leon County Board of County Commissioners are not responsible legally, financially or otherwise, for any personal property brought into the Center, or for any injuries to the person(s) who has reserved the Center, their guests or agents hired by the user. The Entity for whom the Center is reserved will be responsible for any damages sustained to the Center.

H. SECURITY GUARD RESPONSIBILITIES

1. The security guard is required when the Center is used after 5:00pm on weekdays and any time on weekends by persons other than Leon County Board or County Commissioners Employees.
2. The security guard is required to be on the premises no later than fifteen (15) minutes prior to the beginning of the event.
3. The security guard is required to open up the Center and de-activate the alarm system before the event.
4. At the end of the event, the security guard will ensure that all persons vacate the Center and will lock all doors, activate the alarm system and turn off all lights.
5. He will then proceed to patrol the perimeter of the Center and parking lot to ensure the event commences with no problems or interruptions.
6. Security has the authority to immediately terminate the event if any of the guidelines are not adhered to or the event extends beyond the time reserved.

I. PARKING

1. During normal business hours, it is requested that Community Room Users park in the back parking lot of the Amtrak station.

Leon County Training and Community Center User Agreement

I, _____, of _____, of full age, for and in consideration of the privilege and benefits to be derived from use of the Leon County Training and Community Use Center do hereby release and forever discharge, absolve, and hold free from all harm, liability, or damage to me or my property and agree not to sue Leon County, Florida, or the Board of County Commissioners of Leon County, their agents, officers, departments, and employees, jointly and/or severally, from any and all suits, actions or invasion of all or any of my rights, or which I or my successors, heirs, assigns, administrators, or executors have not or may ever have resulting directly or indirectly or remotely from my presence at or use of the Leon County Training and Community Use Center. I further agree to indemnify and hold harmless Leon County, Florida, or the Board of County Commissioners of Leon County, their agents, officers, departments, and employees, from all claims, liabilities, damages, or suits of any nature whatsoever arising out of, because of, or due to my presence at or use of the Leon County Training and Community Use Center, or due to any act or occurrence of omission or commission of myself, including but not limited to costs and a reasonable attorney's fee. In suits against Leon County, Florida, or the Board of County Commissioners of Leon County, Leon County may, at its sole option, defend itself or allow another to provide the defense.

With my signature below, I state that I have read, and fully understand and agree to be bound by the Leon County Training and Community Center Use Guidelines.

User Printed Name: _____

User Signature: _____

Telephone # (if different from Contact Person): _____

Date: _____