



Application for Use of the St. Johns County Service Center
Julington Creek Branch Multipurpose Room

Please provide the following information so that we may properly serve you!

Name of Organization: _____

Address of Organization: _____

Contact Person: _____

Contact Phone Number & Fax Number: _____

Secondary Contact/Phone Number (REQUIRED): _____

Please describe your organization, its function, and purpose: _____

Type of function (please be specific): _____

Date and time of function: _____, 20__ from _____ to _____

Approximate Number of Attendees (maximum capacity 145): _____

Is this a recurring function? YES NO

If yes, please provide additional dates/times _____

I have received a copy of the policies and cleaning checklist _____

All reservations are tentative pending approval by the Board of County Commissioners. You will be notified of the BCC's decision.

FOR OFFICE USE ONLY

Date Submitted: _____

Time Submitted: _____

Initialed: _____



Release and Indemnification

Date _____

In further consideration of the permission extended to _____ on _____ to use the St. Johns County Julington Creek Service Center Branch multipurpose room, we, on behalf of said organization, its assigns, members, and guests, do hereby remise, release, and forever discharge St. Johns County, Florida and their officers, agents, and employees, and agrees to indemnify them for and hold them harmless from any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, and attorney's and witnesses' fees and expenses incident thereto, for injuries to persons (including property of St. Johns County, Florida) arising out of or in connection with the use of the multipurpose room, unless caused by the gross negligence or willful misconduct of St. Johns County, Florida, its agents, or employees.

Said organization does agree to rules and expenses for use of the building and acknowledges having received and read a copy of the rules.

Name of Organization

Address

By

Daytime telephone number



Policies for the Use of County Service Center Multipurpose Room

1. The seating capacity of the multipurpose room, located at the St. Johns County Service Center Julington Creek Branch is limited to 145 people.
2. No admission charges may be made to any function held in the multipurpose room.
3. The use of the multipurpose room is limited to those agencies given prior authorization by the St. Johns County Board of County Commissioners. Any organization interested in reserving the meeting room must submit a request and may be required to appear before the Board of County Commissioners. All meetings must be open to the public. The Board of County Commissioners and staff have first option.
4. One person must assume responsibility and provide contact information when reserving the multipurpose room. To schedule and obtain a request form, phone (904) 230-0107. A minimum of three weeks advance notice is required in order to reserve the room. Please notify of any cancellations as soon as possible, so that others may have an opportunity to utilize the multipurpose room.
5. Smoking is strictly prohibited in the St. Johns County Service Center Branch and in the multipurpose room. Light refreshments (excluding alcoholic beverages) are allowed, provided that the users respect and maintain the area. Food and beverages shall be confined to the multipurpose room, and are not permitted in the hallways or other common areas of the building.
6. Users shall reasonably restrict themselves to their area, and use the proper entrances and exits from their area. To enter or exit the room, please utilize the direct access door located next to the main entrance of the Service Center Branch. Emergency exits may also be located by exiting the room through the interior doors, turning left, and following the directions to this emergency exit. Restrooms are located by exiting the multipurpose room interior doors, turning right. Proceed through the lobby to restrooms located in the hallway on the right.
7. Functions may be held Monday through Sunday from 8:00am to 9:00pm.
8. Users shall be held financially accountable for malicious or unusual damage to the facility. Users are also responsible for cleaning up after usage of the multipurpose room (please see attached checklist). Any damage to the facility or misuse of the facility may result in the revocation of the privilege of using the multipurpose room in the future.



St. Johns County Service Center Julington Creek Branch
Multipurpose Room Clean Up Checklist

- Tables and Chairs returned to original configuration and wiped down
- All trash removed to the dumpster
- Bathroom counter has been wiped down and floors and stalls free from paper and other trash
- If utilized, sink and countertop in kitchen cleaned and cleared.
- Floor swept
- All cleaning equipment (i.e. broom, cleaner, etc) returned to kitchen.

Thank you for your cooperation!