

**Facilities Management Division
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 may use the City Commission Chambers and/or 2nd floor conference rooms on a first-come, first-serve basis when available and not in conflict with any scheduled meeting of the Tallahassee City Commission. 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 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. Sales tax will be charged if the tax exemption certificate is not on file. **A fee of \$25.00 per hour will be charged to not for profit organizations, and State Governmental entities for the use of the City Commission Chambers, Florida Room and the Tallahassee Room. If more than 100 attendees are planned, an additional security guard may be added at \$11.00 or \$13.00 per hour based upon room reservation time. Checks are requested two weeks prior to the event or the reservation may be canceled.**

Reservation Instructions and Options

1. **US Mail:** Mail completed form to Conference Room Reservations, Facilities Management, 300 S. Adams St., A3, Tallahassee, FL 32301, **FAX:** FAX completed form to (850) 891-2084, or **Deliver to City Hall, First Floor:** Drop off completed form to Facilities Management, City Hall, 300 S. Adams St., Tallahassee, FL 32301.

2. **Invoice will be mailed** to organization within 30 days of request or if reservation is within 30 days, an invoice will be mailed within 5 days. Instructions are on the invoice form for completion. *Please note fee payment must be received prior to event or reservation will be canceled.* Follow the instructions on the invoice and submit the payment as requested.

3. **Facilities Management will confirm room reservation** after confirmation of payment from the Revenue Division, Treasure Clerks Office.

If you have any questions on your reservation, please contact Facilities Management at (850) 891-8650. Cancellations should be faxed to Facilities Management as soon as possible. You may cancel prior to two weeks of your event for a full refund; one week prior to event, a \$25.00 fee will be charged for cancellations, and less than one week, no refund will be given.

Meetings may begin between 8:00 a.m. and 7:00 p.m., but must end by 10:30 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