

NWF Health Network Policy & Procedure

Series: 1400: Building and Facilities Management

Policy Name: Use of Facilities – Leon Service Center Conference Center

Policy Number: 1408

Origination Date: 11/03/2009 **Revised:** Board Meeting of 6/22/2023

Referenced Document:

1400-1408 x 1, Leon Service Center Conference Center Usage Agreement

Policy

It is the policy of the NWF Health Network's (NWFHN) and NWF Partnership for Better Communities' (NWFHP) Boards to provide a Community Conference Area for people to gather and talk about issues affecting children and families.

Procedure

- A. All events are to be consistent with the mission of NWFHN. Our mission is to provide the highest quality child welfare prevention and intervention services to children and their families in their home communities.
- B. Reservations
 1. All reservations will be made via [Tharpe Street Community Room Reservations – NWF Health Network](#) and reservations are based on availability.
 2. Each group will complete a reservation request and adhere to the policies and procedures herewith.
- C. Conference Room Keys may be checked out at NWFHN Tharpe Office located at 1000 West Tharpe Street, Tallahassee, FL 32303.
 1. The group coordinator may gain entrance to the conference area through the lobby and check in with the reception desk.
 2. He/she will be escorted to the conference area and will use key to open designated room(s).
 3. From this point, the glass outside door will be used.
 - a. This door remains locked from the outside and may not be propped open.
 - b. The group coordinator will assign a “door person” to allow participants to enter.
- D. Equipment and instructions are located in the media closet in the front left corner of the conference room.
 1. NWFHN equipment will be tested prior to usage by the user with oversight from NWFHN.
 2. Training or equipment issues need to be addressed prior to the event.
 3. Each group is responsible for audio and video setup. However, should there be an equipment malfunction, contact names and numbers are listed with the instructions.

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- E. The tables and chairs may be arranged to best suit your needs during the event. Once event is over, tables and chairs must be returned to original set up. Nothing may be attached to walls or ceiling. A diagram of the room set up will be made available.
- F. All event items are to be removed from conference area promptly upon completion.
 - 1. Trash is to be gathered, removed from receptacles and placed in dumpster behind building.
 - 2. All equipment, lighting and fans are to be turned off (leave the projector and screen descended from ceiling).
 - 3. Conference room doors are to be locked and key returned to NWFHN.
- G. Security protocol requires each group coordinator to advise participants that they have access to the conference center and lobby areas only.
 - 1. Other areas in the building are “unauthorized” and considered a breach of security.
 - 2. Exterior doors may not be propped open.
 - 3. Emergency exits may not be blocked at any time during an event.
 - 4. Open flames are prohibited inside facility.
- H. The group coordinator is responsible for any and all damage to the premises, equipment or property and will be held liable for all actions, behavior and damages caused by participants.
- I. Alcohol is not permitted.
- J. Fee schedule is as follows:
 - 1. Four (4) or more hours: Two Hundred Dollars (\$200.00);
 - 2. Less than four (4) hours: One Hundred Dollars (\$100.00);
 - 3. Please make checks payable to:
NWF Health Network 525 N. Martin Luther King Jr. Blvd.
Tallahassee, Florida 32301