

COUNTY FACILITY REQUEST FOR USE
FOR A COUNTY ACTIVITY OR MEETING

For Governmental Users

Please send the completed request to:

Email: PBCFacilityusepermit@pbc.gov or Telephone: 561-233-2544

1. USER

Name of Entity/Individual: _____

Telephone: _____ Email: _____

Check applicable: ☐ County ☐ Constitutional Officer ☐ Courts ☐ State _____

2. REQUESTED FACILITY

Name of Facility: _____

Address: _____

3. DATE AND TIME OF USE

Date(s) of Use: _____

Time(s) of Use: _____ AM / PM to _____ AM/PM

4. USE INCLUDES FOOD AND BEVERAGE? YES ☐ NO ☐

If yes: ☐ Catered{insurance required} ☐ Prepackaged/Home Cooked

5. USE (check applicable)

Nature of Use: ☐ Meeting ☐ Speech ☐ Other (Please specify) _____

If application is for the use of the Governmental Center - 6th Floor Commission Chambers, McEaddy Conference Room or Vista Center Meeting Rooms 1W-47 and 1W-50, please specify if User requests use of the following:

Audio Equipment ☐ Yes ☐ No Video Equipment ☐ Yes ☐ No

Other (Please specify): _____

Estimated Number of Attendees (including User/Staff/Volunteers): _____

Description of the nature and purpose of use: _____

Signature of Requestor/User Department

Date

Printed Name

TO BE PROVIDED BY FDO AND RETURNED TO USER

APPROVED:

☐ **Subject to Facility Rules and Use Policy and Special Use Conditions attached hereto.**

By: Director, Facilities Development & Operations Department

Date

FACILITY RULES & USE POLICY

The User shall strictly adhere to the Facility Rules and Use Policy and Special Conditions of Use at all times.

1. All accidents or incidents involving attendees shall be reported by the User to any uniformed PBSO Court Security Officer at (561) 681-3880 or to the Division of Facilities Management for that region as follows: Government Center – (561) 355-2255; North County Region – (561) 776-2051; South County Region – (561) 276-1346; Central Region – (561) 233-4450; West County Region – (561) 996-2800. After Hours contact the Emergency Operations Center at (561) 712-6428.
2. User shall be responsible for items left at the Facility and shall safeguard and secure same. User is solely responsible for items left at the Facility. The County shall not be responsible for User's personal property or items.
3. User shall return the Facility in the same condition it was received and return the room to its original configuration. User shall remove any equipment and refuse and put all litter in approved receptacles.
4. User shall not use the Facility, or any part thereof, for any purpose other than the use contained in the Application without written consent from the Department.
5. User shall not post signs, banners, posters or any other displays on or in the Facility or affix decorations to walls or ceilings without the approval of the Department.
6. User shall not employ noise amplification devices or alternative electrical power sources without the approval of the Department.
7. User shall compensate Facilities Management Division for any damages, repairs, or clean-up required, but not accomplished by User, as determined by the Facilities Development & Operations Department. User is cautioned that food/drink in carpeted areas may result in additional custodial carpet/floor cleaning requirements.
8. User shall protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with User's use of the Facility. User assumes the risk associated with the use of the Facility and agrees to hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, due to their acts, errors or omissions resulting in bodily injury, including death, or damage to User's property incident to or in connection with User's use of the Facility. In the event User is a governmental entity, nothing contained herein shall be construed as a waiver of sovereign immunity or the statutory limits of liability set forth in Section 768.28, Florida Statutes. User's obligations shall survive termination, revocation or expiration of this Permit.
9. User acknowledges that any permitted activity or meeting shall be open to the general public and shall be non-exclusive. User shall not exclude any person from participation in its use of the Facility on the grounds of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, disability, or genetic information.
10. Commencement of use of the County Facility indicates acceptance, by the User, of the Facility Rules and Use Policy and the Special Conditions of Use set forth herein.

TO BE PROVIDED BY THE COUNTY (after evaluation of the Application):