

Meeting Room Procedures

1. The Barrett Room (the “Room”) shall be for business meetings only. It is not intended to be used for private events such as social events, parties, memorial services, fundraisers, etc. Permission to use the Barrett Room may be granted to Governmental Agencies and non-profit organizations directly serving Lehigh Acres on a first-come, first-served basis. The Room shall be available only during business hours, unless a fee is paid to have a District employee in attendance for security purposes after hours. Access and use shall be limited only to the Room.
2. No admission fees may be charged or products or services sold while using the Barrett Room unless given prior clearance by the District Manager. Groups and organizations may conduct customary activities such as collecting dues from members or refreshment money, but are prohibited from soliciting donations. If there is a question about a group or organization’s eligibility in determining use of the meeting room, the District may request to examine the group’s Not-for-Profit 501C 3 or 501C6 or government agencies request on letterhead signed by an official of the agency. Should an LA-MSID employee be a member of a governmental or nonprofit group and regularly attend meetings, reduction of fees may be taken into consideration.
3. Written application should be filled out and submitted either in person, by fax, mail, or scanned and emailed, two weeks in advance of use to the District’s Room Coordinator. Submitting the application does not guarantee use of the facility or the time requested. This policy reserves the right of the District Manager to overrule or modify a grant or denial of the time requested.

Reservations must include the organization's name, and the contact person's name, address, and phone number. The contact person is required to notify the Room Coordinator as soon as possible if there is a cancellation or change in schedule. Refunds (if applicable) will be made only with this advanced notice. Failure to cancel or appear for a reservation may result in forfeiture of Room use privileges.

4. Reservations will be confirmed by email or phone after the Room Coordinator receives a completed and signed Registration Form and payment (if required). The signer of the Registration Form will be responsible for any damages to the facilities. The signer will also be responsible for clean-up charges assessed in cases of unusual wear and tear on the Room. The District will not provide custodial services specifically for groups or organizations renting the Room.
5. The District reserves the right to collect fees for the usage of the Barrett Room according to an established fee schedule approved by the Board of Commissioners. The District may collect reasonable reimbursement for any additional costs or damage incurred while using the room.
6. The District can impose reasonable conditions for the use of the Barrett Room to ensure that public or private property is not damaged through use of its facilities and to ensure that the safety, welfare and comfort of the public is not disturbed. The use of the Barrett Room must not disturb the normal activities of the District.
7. Illegal activities shall not be permitted in the Barrett Room or on District premises and such activity will result in immediate eviction and

denial of future use of the Barrett Room by groups or individuals violating this policy.

Alcoholic beverages will not be permitted on District premises and smoking is not allowed on any concrete, blacktop, or hard surface areas.

8. Permission to groups and organizations using the Barrett room may be granted for multiple meetings for a period not to exceed three consecutive months. Renewal applications may be submitted at any time.
9. The District reserves the right to revoke, modify permission, or modify conditions imposed on the use of the room in order to adapt to the operational needs of the District. Applications may be denied on the basis of availability of space, frequency of use or requests for space by other groups and organizations, or for other reasons that are in conflict with the primary purpose of the District.
10. Denial or modification of an application for use of the meeting room may be appealed in writing by the applicant or by any person adversely affected by the decision to the Lehigh Acres Municipal Services Improvement District , District Manager, 601 East County Lane, Lehigh Acres, FL 33936, whose decision shall be final.
11. Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the following disclaimer: "The LA-MSID does not advocate or endorse viewpoints of meetings or meeting room users." Publicity notices/public fliers promoting a meeting must be shown to the Room Coordinator for approval prior to distribution. No signs for events in the Barrett Room will be permitted on the grounds of the District, unless otherwise approved by the District Manager

12. All events planned for the Barrett Room will be cancelled in the event the District closes due to external events such as weather. It is the responsibility of organizations and individuals reserving space in the Barrett Room to find out if the District has been closed.
13. Occupancy of the Multi-Purpose room is not to exceed 184 persons.
14. A Hold Harmless Agreement will be required of the user group to indemnify the District, its Staff, and Board of Commissioners from any injuries and/or property damage occurring while the user group is utilizing the premises. A Certificate of Insurance, security, and/or additional requirements may be imposed for some functions, programs, meetings, and/or activities. Children must be supervised by a responsible adult the entire time they are in the District building.