

# Big Bend Community Based Care Policy & Procedure

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**Series:** 1400: Building and Facilities Management

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

**Policy Number:** 1408

**Origination Date:** 11/03/2009 **Revised:** Board Meeting of 12/13/2018

**Referenced Document:**

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

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## Policy

It is the policy of the Big Bend Community Based Care, Inc. (BBCBC), Board 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 BBCBC. Our mission is to provide the highest quality child welfare prevention and intervention services to children and their families in their home communities.
- B. The events calendar may be viewed on our website [www.bigbendcbc.org](http://www.bigbendcbc.org) under *About Us, Calendar* to view room reservations and also to assist with planning.
  1. All reservations will be made through the Web Portal: <https://goo.gl/forms/hstglscRvuCVp8mj2> and/or an email to [ruth.oliver@bigbendcbc.org](mailto:ruth.oliver@bigbendcbc.org) and reservations are based on availability.
  2. Each group will complete a reservation request and adhere to the policies and procedures herewith.
  3. Upon receipt of completed form, a confirmation will be sent to the event coordinator.
- C. Conference Room Keys may be checked out at the BBCBC Administrative Office located at 525 N. Martin Luther King Jr. Blvd., Tallahassee, FL 32301.
  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 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. BBCBC equipment will be tested prior to usage by the user with oversight from BBCBC.
  2. Training or equipment issues need to be addressed prior to the event.

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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.
- 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 BBCBC.
- 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:  
Big Bend Community Based Care, Inc.  
525 N. Martin Luther King Jr. Blvd.  
Tallahassee, Florida 32301