



Application for Use of the St. Johns County Service Center  
Julington Creek Branch Multipurpose Room

Please provide the following information so that we may properly serve you!

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number & Fax Number: \_\_\_\_\_

Secondary Contact/Phone Number (REQUIRED): \_\_\_\_\_

Please describe your organization, its function, and purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of function (please be specific): \_\_\_\_\_

\_\_\_\_\_

Date and time of function: \_\_\_\_\_, 20\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Approximate Number of Attendees (maximum capacity 145): \_\_\_\_\_

Is this a recurring function?            YES                            NO

If yes, please provide additional dates/times \_\_\_\_\_

\_\_\_\_\_

I have received a copy of the policies and cleaning checklist \_\_\_\_\_

All reservations are tentative pending approval by the Board of County Commissioners. You will be notified of the BCC's decision.

**FOR OFFICE USE ONLY**

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Date Submitted: \_\_\_\_\_

Time Submitted: \_\_\_\_\_

Payment Rec'd/Amt: \_\_\_\_\_

Initialed: \_\_\_\_\_



## Policies for the Use of County Service Center Multipurpose Room

1. The seating capacity of the multipurpose room, located at the St. Johns County Service Center Julington Creek Branch is limited to 145 people.
2. No admission charges may be made to any function held in the multipurpose room.
3. The use of the multipurpose room is limited to those agencies given prior authorization by the St. Johns County Board of County Commissioners. Any organization interested in reserving the meeting room must submit a request and may be required to appear before the Board of County Commissioners. All meetings must be open to the public. The Board of County Commissioners and staff have first option.
4. One person must assume responsibility and provide contact information when reserving the multipurpose room. To obtain a request form, phone (904) 209-0650 or stop by the Julington Creek Service Center Annex at 725 Flora Branch Blvd. A minimum of three weeks advance notice is required in order to reserve the room. Please notify of any cancellations as soon as possible, so that others may have an opportunity to utilize the multipurpose room. All cancellations or scheduling changes should be made by calling (904)209-0650.
5. Smoking is strictly prohibited in the St. Johns County Service Center Branch and in the multipurpose room. Light refreshments (excluding alcoholic beverages) are allowed, provided that the users respect and maintain the area. Food and beverages shall be confined to the multipurpose room, and are not permitted in the hallways or other common areas of the building.
6. Users shall reasonably restrict themselves to their area, and use the proper entrances and exits from their area. To enter or exit the room, please utilize the direct access door located next to the main entrance of the Service Center Branch. Emergency exits may also be located by exiting the room through the interior doors, turning left, and following the directions to this emergency exit. Restrooms are located by exiting the multipurpose room interior doors, turning right. Proceed through the lobby to restrooms located in the hallway on the right.
7. Functions may be held Monday through Sunday from 8:00am to 9:00pm. Functions held after the hour of 5:30 Monday thru Friday and at any time on Saturday or Sunday will be charged a fee in order to cover costs of security. The fees are \$20 per hour, plus applicable sales tax. For partial hours, the full hour will be charged. Payment must be rendered at time of application in the form of a check or money order made out to the St. Johns County Board of County Commissioners. If the application is denied, payment

will be returned via U.S. Mail to the address listed on the application. If the applicant fails to show up for the event, fees will not be returned.

8. Users shall be held financially accountable for malicious or unusual damage to the facility. Users are also responsible for cleaning up after usage of the multipurpose room (please see attached checklist). Any damage to the facility or misuse of the facility may result in the revocation of the privilege of using the multipurpose room in the future.

Revised 10/3/2011



St. Johns County Service Center Julington Creek Branch  
Multipurpose Room Clean Up Checklist

- Tables and Chairs returned to original configuration and wiped down
- All trash removed to the dumpster
- Bathroom counter has been wiped down and floors and stalls free from paper and other trash
- If utilized, sink and countertop in kitchen cleaned and cleared.
- Floor swept
- All cleaning equipment (i.e. broom, cleaner, etc) returned to kitchen.

Thank you for your cooperation!