

FLORIDA CROWN WORKFORCE BOARD, INC. POLICY

POLICY TITLE: Conference Room Scheduling and User Fees

POLICY NUMBER: OPS-014-03

DATE EFFECTIVE: September 15, 2003

DATE REVIEWED: July 20, 2010

APPLICATION

Florida Crown Workforce Board, Inc. (FCWB) Career Centers

PURPOSE

To define the procedure for scheduling and cost for use of FCWB Conference Rooms.

POLICY

FCWB will continue to provide conference room facilities to not-for-profit agencies and activities at no cost. Organization will provide evidence of non-profit eligibility.

There is no charge to employers that are actively working with and listing job orders with FCWB.

For all other organizations, the cost of using the big conference room in the One-Stop is \$50.00 for each meeting up to four (4) hours. For meetings over four (4) hours, the fee is \$100.00 (not to be further pro-rated).

Cost to use the Library/Resource room is \$25.00 for each meeting up to four (4) hours. For meetings over four (4) hours, the fee is \$50.00 (not to be further pro-rated).

The full conference room at Old Town is \$25.00 for each meeting up to four (4) hours. For meetings over four (4) hours, the fee is \$50.00 (not to be further pro-rated).

Scheduling is to be done by the Site Manager at each facility or their designated representative. Reservation must be made three business days in advance of the desired meeting date and time.

Utilization fee must be received prior to meeting time. All payments will be made by check and payable to Florida Crown Workforce Board, Inc.

Fees may be waived by permission of the Executive Director.

ACTION

All FCWB Career Center personnel will adhere to this policy.

Approved: *John Chastain*
John Chastain, Executive Director