

# Request to Use Santa Rosa Island Authority Meeting Room

Name of Party/Organization requesting room:

\_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Time requested: Include start and stop time \_\_\_\_\_

Type of meeting to take place: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned individual, agree to the rules and regulations governing usage of the Santa Rosa Island Authority meeting room and facilities as outlined below.

\_\_\_\_\_

Signature of Authorized Individual  
Representing Organization or Group

SRIA Fax: 850-932-1866

Please NOTE: SRIA business always takes precedence for room use during regular business hours, even over that of prescheduled, approved meetings by the public. For this reason we encourage your use of the room to begin after regular business hours of Monday-Friday 8:30 a.m.-5:00 p.m. to avoid cancellation of your reservation.

## **ATTENTION MEETING COORDINATORS – Santa Rosa Island Authority MEETING ROOM USE AGREEMENT**

The Santa Rosa Island Authority is pleased to make meeting space available for your association at no charge to you. Use of the meeting room is for Pensacola Beach Homeowners Associations and other governmental agencies. A written request at least 30 days in advance needs to be provided to the SRIA’s administrative office for scheduling purposes. Failure to submit a completed form will automatically void your reservation or use of the meeting room. **Please NOTE: SRIA business always takes precedence for room use during regular business hours, even over that of prescheduled, approved meetings by the public. For this reason we encourage your use of the room to begin after regular business hours of Monday-Friday 8:30 a.m.-5:00 p.m. to avoid cancellation of your reservation.**

Your continued usage of the meeting room is contingent upon maintaining the meeting room in the same condition and configuration you found it in before your meeting. If you find it necessary to rearrange the chairs and tables, please note the original arrangement. It is your responsibility to return the meeting room to the original chair and table configuration immediately following your meeting. Our staff will be checking the meeting room after meetings, and will contact your representative if we find the room has been left for our staff to clean and rearrange. If the meeting facility, lobby, or restrooms are damaged or left unclean, you and/or your organization will be responsible for restoring the facilities to the condition they were in before you used them. This may result in the SRIA doing the work and billing for the charges.

Please remember that no food or drinks are permitted in the Santa Rosa Island Authority Meeting Room.

The representative requesting the use of the meeting room must pick up a key the day of (or the last regular workday before a weekend) any meeting. The key will be used to open the front doors leading into the lobby. Failure to pick up the key on the day of (or the last regular workday before a weekend) will indicate that the room is not needed. NO SRIA PERSONNEL WILL BE AVAILABLE TO OPEN THE FACILITY FOR USE. YOU ARE RESPONSIBLE FOR ACQUIRING THE KEY.

We appreciate your cooperation in following our requests in regard to use of the meeting room. Please contact Santa Rosa Island Authority at 850-932-2257 to reserve the meeting room or if you have any questions regarding this information. Your reservation will be confirmed only upon receipt by the SRIA Administrative office of the Meeting Room form. You are free to fax the form back to us at 850-932-1866. The form and Rules of Use can be downloaded from our website at [www.SRIA-FLA.com](http://www.SRIA-FLA.com) by clicking on “Human Resources and Events”, “Request to use SRIA Meeting Room”.

Thank you.