



## **SRIA MEETING ROOM USE AGREEMENT**

The Santa Rosa Island Authority is pleased to make meeting space available for your organization at no charge to you. Use of the meeting room is for Pensacola Beach Homeowners Associations, businesses, and organizations. **A written request must be provided at least 30 days in advance to the SRIA office at 1 Via de Luna Dr., Pensacola Beach, FL 32561.**

Please NOTE: SRIA business **ALWAYS** takes precedence over any 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 8:30am-5:00pm 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 check 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. **Failure to return the meeting room to the same condition and original configuration will void all future meeting requests.** If the meeting room, lobby, or restrooms are damaged or left unclean, 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 your organization for the charges.

**Food and drinks are prohibited in the meeting room except for water.**

**Use of SRIA audio equipment is prohibited.**

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. You will be informed of the key pickup date once our staff confirms your request. 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.**

Please contact Courtney Fell at 850-932-2257 to reserve the meeting room or to answer any questions regarding this information. Your reservation will be confirmed only upon receipt by the SRIA office of the Meeting Room Request Form attached hereto.



## Meeting Room Request Form

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

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

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

Type of meeting: \_\_\_\_\_

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

Contact Address: \_\_\_\_\_

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

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

I, \_\_\_\_\_, the undersigned individual, agree to the rules and regulations provided to me for the usage of the Santa Rosa Island Authority meeting room and facilities.

\_\_\_\_\_  
Signature of Authorized Individual Representing Organization

Please return the completed form to the SRIA office at 1 Via de Luna Dr., Pensacola Beach, FL 32561 or by email to [courtney\\_fell@sria-fla.com](mailto:courtney_fell@sria-fla.com) 30 days in advance of the request.

### SRIA USE ONLY:

Received by: \_\_\_\_\_

Date entered into calendar: \_\_\_\_\_

Date key picked up: \_\_\_\_\_

Date received