

CS-22-130
CONTRACT TRACKING NO.
CM3351

BOCC CONTRACT APPROVAL FORM
(Request for Contract Preparation)

GENERAL INFORMATION

Requesting Department: Libraries
Contact Person: Claire Shepherd, Administrative Coordinator
Telephone: (904) 530-6503 Fax: () Email: cshepherd@nassaucountyfl.com

CONTRACTOR INFORMATION

Name: FSCJ
Address: 76346 William Burgess Blvd. Yulee. FL 32097
City State Zip
Contractor's Administrator Name: Toni Abbott Title: Administrative Assistant III
Telephone: (904) 766-6552 Fax: () Email: tabbott@fscj.edu
IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)
Authorized Signatory Name: Cameron Fansher, Executive Director of Campus Operations & Special Projects
Authorized Signatory Email: cameron.fansher@fscj.edu

CONTRACT INFORMATION

Contract Name: David Yulee Room Rental Agreement
Description: Rental of David Yulee Room for Yulee Branch Library Storytime Mondays & Wednesday March 01,06,08,20,22,27; April 03,05,10,12,17,19,26; May 01,03,08,10,15,17,22,24,31, 2023
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.
Total Amount of Contract: \$440.00
APPROXIMATE IF NECESSARY
Source of Funds: County State Federal Other Account: 01716571-544000

Authorized Signatory: Taco E. Pope, AICP
IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC
Contract Dates: From: 03/01/2023 to: 5/31/2023 Termination/Cancellation: 5/31/2023
Status: New Renew Amend# WA/Task Order Supplemental Agreement
How Procured: Exemption Sole Source Single Source ITB RFP RFQ Coop
 Piggyback Quotes Other Per Policy/Yulee Branch Library located at FSCJ

If Processing an Amendment:

Contract #: _____ Increased Amount to Existing Contract: _____
New Contract Dates: _____ to _____ Total or Amended Amount: _____

Continued on next page

CHECKLIST

Review/Complete before sending contract for final signature

| Requirement | Description | Complete By |
|---|---|-------------------|
| Contract, Exhibits and Appendices | 1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and staff members who have obligations under this contract. | Dept |
| Name, Address, Contact Person | The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included. | Dept |
| Understanding | Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties. | Dept |
| Competition/Conflicts and Existing Contracts/Compliance | This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions. | Dept Cnty Atty |
| Other Necessary Agreements | All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference. | Cnty Atty |
| Indemnification | BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract. | Cnty Atty |
| Term of Contract | Start and end dates of contract are included. Any renewals are included. | Cnty Atty |
| Warranties/Guarantees | Warranties or guarantees give satisfactory protection. | Cnty Atty/Risk |
| Insurance | Risk manager has or will approve insurance clauses. Levels confirmed in requirements | Dept |
| Governing Law | The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement. | Cnty Atty |
| Confidentiality Agreements | All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a." | Cnty Atty |
| Printed/Typed Names | Names of all persons signing contracts are printed or typed below signatures. | Router |

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Julie Cannavino 2/24/2023
Department Head/Contract Manager Date
2. James Malone 2/27/2023
Procurement Date
3. Chris Lacambra 2/27/2023 JP
Office of Mgmt & Budget Date
4. Denise C. May 2/28/2023 DJ
County Attorney Date 2/27/2023

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

5. Taso E. Popoy AICP 2/28/2023
County Manager Date



FACILITY USE AGREEMENT

THIS AGREEMENT is by and between FLORIDA STATE COLLEGE AT JACKSONVILLE, a political subdivision of the State of Florida, for its Nassau Center (the "LESSOR") and the Nassau County BOCC on behalf of Nassau County Libraries., authorized to do business in the State of Florida (the "LESSEE").

In consideration of the mutual agreements contained herein, the LESSOR hereby offers for use by the LESSEE, and the LESSEE hereby accepts subject to the terms and conditions herein for the use of Nassau Center as follows:

| Day(s) of Week | Date(s) | Room(s) | Time |
|-------------------------|--|-------------------------------|-------------------|
| Mondays / Wednesdays | March: 1, 6, 8, 20, 22, 27 - 2023 April: 3, 5, 10, 12, 17, 19, 26 - 2023 May: 1, 3, 8, 10, 15, 17, 22, 24, 31 - 2023 | A114A/B (David Yulee Room) | 10:00am - 12:00pm |

1. The LESSEE agrees to pay the LESSOR as rent for the use of said facilities and the equipment and staff that goes along therewith the sum of **\$440.00**.
2. The LESSEE agrees to pay the LESSOR a Security Deposit for the use of said facilities the sum of **\$ 0** to be returned within 30 days after the event if there are no damages or cleaning charges incurred above and beyond the customary charge.
3. In order to reserve the specific dates above set out, LESSEE must execute this contract no later than **4:00 pm the 28th day of February 2023**.
4. LESSEE shall not have the right to assign this agreement or any rights hereunder nor to sublet said premises or equipment without the written consent of the LESSOR.
5. LESSEE shall use and occupy said premises and equipment in a safe and careful manner; shall comply with all laws, rules, regulations, and ordinances of the City of Jacksonville Florida, and any state or governmental authority controlling or governing the demised premises or equipment or operation therein, and the attached Rental Policy.
6. LESSEE shall identify an official representative primary point of contact with LESSEE ("Representative"). The Representative will be present during the facility use and shall abide by the specific requirements listed herein.
7. LESSEE assumes all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used or incorporated in the conduct of said events; and LESSEE agrees to indemnify and hold harmless LESSOR from all damages, costs, and expenses in law or equity for or on account of any patented, trademarked, or copyrighted materials, equipment, devices, processes or dramatic right.
8. Subject to the limits set forth in section 768.28 of Florida Statutes, the LESSEE shall defend, indemnify and hold the LESSOR harmless from any and all claims, damages, actions, injuries, costs, expenses loss or liability including, but not limited to, injury to person or property and LESSEE will act, at its own cost and expense, to defend and protect LESSOR against any and all such claims or demands. Toward this end, LESSEE has provided a copy of their liability insurance coverage in the amount of \$1,000,000 and such copy is attached hereto.
9. LESSEE shall hold LESSOR harmless for any loss of revenue caused by the cancellation of an event.

n/a

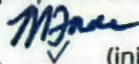
10. The parties acknowledge and agree that LESSOR is a political subdivision of the State of Florida. As such, LESSOR's performance under this Agreement and any amendments hereto or attachments connected therewith, shall at all times be subject to any and all federal and state laws and regulations, as well as District Board of Trustees Rules which are applicable to the LESSOR's operations, commitments and/or activities in furtherance of any terms specified herein. The parties acknowledge that LESSOR's performance under this Agreement is subject to the provisions and limitations of Section 768.28, F. S. (the provisions and limitations of which are not waived, altered, or expanded by anything herein). Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of the LESSOR to be sued; or (iii) a waiver of sovereign immunity of the LESSOR beyond the waiver provided in Section 768.28, F. S. As LESSOR is a political subdivision of the State of Florida, this Agreement is subject to the applicable provisions of Florida Statutes regarding public access and other issues. This Agreement is executed and entered into in the State of Florida and shall be construed, performed, and enforced in all respects in accordance with Florida law including Florida provisions for conflict of law.

11. LESSOR, as a political subdivision of the State of Florida, is subject to the provisions of Chapter 119, Florida Statutes regarding public access to records. The parties agree to comply with applicable Florida Statutes as it relates to the maintenance, generation, and provision of access to all public records related to this Agreement.

12. Either party shall have the right to terminate this Agreement with or without cause upon twenty-four (24) hours prior written notification to the other party. Such termination shall be in writing, signed by the duly authorized officer of the party terminating the contract, and shall be sent by certified mail, return receipt requested, hand delivery, or overnight delivery.

13. Due to the outbreak of COVID-19, as declared a worldwide pandemic on March 11, 2020, LESSEE agrees to adhere to all national, state, and local health guidelines, including, but not limited to, U.S Department of Health and Human Services Center for Disease Control and Prevention ("CDC") Guidelines, FSCJ rules and safety precautions implemented (as may be updated from time to time) while utilizing the facilities. Such precautions may include but are not limited to, wearing masks, taking temperature checks on all people participating/attending LESSEE events, and social distancing.

14. LESSEE shall be liable for any and all costs associated with disinfecting and cleaning LESSOR property and facilities for any outbreak of COVID-19 that occurs while LESSEE is in rental possession of the facilities associated with this agreement. Cleaning and disinfection must meet the protocols and standards provided by the CDC and the appropriate local and state regulations.

15.  (initial/check) If the number of people participating/attending the event is greater than forty-nine (49) people, LESSEE shall provide the required number of certified crowd managers as stated on the Crowd Manager Safety Checklist. Where the number of people attending the event is greater than two hundred fifty (250), LESSEE shall provide additional crowd managers as stated on the Crowd Manager Safety Checklist.

- a. The LESSEE's designated crowd manager(s) shall take a crowd manager training course ("Course") that has been accepted and approved by the College. LESSEE shall provide LESSOR with proof of Course certification.
- b. The designated crowd manager(s) shall meet with LESSOR prior to its event and agrees to comply with the Crowd Manager Safety Checklist. A copy of the Crowd Manager Safety Checklist is attached hereto as Exhibit B. LESSEE will provide College with the signed Crowd Manager Safety Checklist.

n/a

16. Ma (initial/check) If minors (children 17 years old and younger) are attending the LESSEE event:

- a. LESSEE shall provide a qualified adult supervisor to serve as the official representative and primary point of contact with the LESSEE ("Representative"). The Representative will remain on the LESSOR's premises at all times during the activities or events hosted by the LESSEE. LESSEE acknowledges Representative is lawfully qualified to supervise and care for minors and will take all reasonable steps to protect minors at the event.
- b. LESSEE shall solely be responsible for all activities and events it hosts on the LESSOR's premises.
- c. LESSEE shall be solely responsible for its members, guests, and representatives while on the LESSOR's premises and will be responsible for its members, guests and representatives until all members and guests leave the premises. The Representative will remain on the premises until all guests have left the premises and the activity has ended.

17. n/a Any notice required or permitted by this Agreement shall be given to the following representative of each party, at the address set forth below, by hand delivery; by registered mail, return receipt requested; or by overnight mail or courier service, signed acknowledgment of receipt required. Notice shall be deemed as given on the day of receipt of the notice, as indicated on the signed and dated receipt of an acknowledgment, or on the date of hand delivery:


If to College: Cameron Fansher
Florida State College at Jacksonville
76346 William Burgess Blvd.
Yulee, FL 32097

With a copy to: Office of General Counsel
Florida State College at Jacksonville
501 W. State Street, Suite 403
Jacksonville FL 32202

If to LESSEE: Taco Pope
Nassau County
96135 Nassau Place
Yulee, FL 32097

If, after this Agreement is executed, a party designates a new representative to accept the notice, the party shall furnish the new representative's name and address, in writing, to the other party, and a copy of the notice shall be attached to this Agreement.

In Witness Whereof, this Agreement has been executed as of the day and date have last written below by the authorized representatives of the parties hereto.

LESSEE Tano E. Poppy AICP Date 2/28/2023 LESSOR  Date 2/28/2023
Signature Signature

| | Amount | Account Number for Deposit |
|------------------------|-----------|----------------------------|
| Facility Rental Fee | \$ | 4641400 |
| Labor | \$ 440.00 | 4640000 |
| Sales Tax @ 7.0% | \$ | 2310000 |
| Total Amount Collected | \$ | 2400000 |
| | | |



**ATTACHMENT A
RENTAL POLICY**

Payment

The full rental rate must be paid prior to the LESSEE being permitted to use the space. If payment is made seven or fewer days prior to the event, only credit cards, money orders, cashiers, or certified checks will be accepted, unless LESSEE has previously established credit with LESSOR, or made prior arrangements. Personal checks may be used if received by LESSOR seven or more working days prior to the event. All checks are to be made payable to Florida State College at Jacksonville. If the agreed-upon rental term is exceeded, additional rental fees will be charged.

Cancellation

LESSOR reserves the right to cancel an event without penalty if it determines the event is not in the best interests of LESSOR, or the subject facilities are rendered inoperable. LESSOR shall be held harmless for any loss of revenue, or other damages, that may result from said cancellation. If the LESSEE cancels an event, no refunds or credit will be permitted, unless authorized by the Campus Director of Campus Operations.

Insurance

Proof of insurance of not less than \$1,000,000 is required before facilities can be rented. The insurance certificate must list Florida State College at Jacksonville and its District Board of Trustees as "Additional Insured" and "certificate holder". If the organization's commercial vehicles are to be used, evidence of auto or fleet liability insurance must be provided.

Loss or Damage to LESSEE's Property

LESSOR is not responsible for any loss or damage to LESSEE's property left on college premises before, during, or after the scheduled event.

Security Deposit

A security deposit is required for groups renting LESSOR facilities. The security deposit amount will be based upon the type of facility being rented, and the number of participants. The security deposit will be returned within thirty (30) days after the event if there are no damages or cleaning charges to be deducted.

Prohibited Use

The use of LESSOR property for any acts directed toward disruptive or violent activity, or for any events containing lewd or lascivious material is strictly prohibited. The use of any illegal drug, gambling activities, or devices on LESSOR property is prohibited. The possession or consumption of alcoholic beverages is prohibited unless such consumption is in compliance with Board Rules. Firearms are prohibited unless carried by federal or state law enforcement officers in the line of duty, or performing a security function. The scheduling of events, or services, that compete with those offered by LESSOR is prohibited.

Event Staff and Set-Up

The LESSOR Director of Campus Operations or its Designee will determine the need for campus personnel and/or off-duty police at an event. Relocation of furniture or equipment will be handled only by LESSOR staff, or under the direction of LESSOR staff.

Sales Tax

Florida sales tax on the rental amount will be charged to any organization that does not provide a certified copy of its exemption number.

Lessee's Initials TP

Date 2/28/2023

Application for Rental of Florida State College Facilities and Grounds

| | | | |
|--|--|--------------------------------------|--|
| Name of Entity or Organization: <u>Nassau County Board of Commissioners Publ Libraries</u> | | Web Site: <u>www.nassaureads.com</u> | |
| Address: <u>25th North 4th street</u> | | City: <u>Fernandina Beach,</u> | State: <u>FL</u> Zip: <u>32034</u> |
| Contact Name: <u>Julie Cannavino</u> | | Phone: <u>904-530-8502</u> | Fax: _____ |
| Title: <u>Interim Library Director</u> | | Cell: _____ | E-mail: <u>jcannavino@nassaucountyfl.com</u> |
| Alternate Contact Name: <u>Michelle Forde</u> | | Phone: <u>904-530-8506</u> | Fax: _____ |
| Title: <u>Youth Services Program Coordinator/Librarian</u> | | Cell: <u>904-557-1017</u> | E-mail: <u>mforde@nassaucountyfl.com</u> |
| Name and Title of Individual who will sign the rental agreement: | | | |
| Name <u>Taco Pope</u> | | Title: <u>Nassau County Manager</u> | |

Location of Event:
 Campus: North Downtown Kent South
 Center: Nassau ATC URC Cecil North Cecil South Wilson Center Deerwood Center








Name of Facility or Grounds: FBCJ Nassau Campus
 Room of Name(s) & Room Number(s): David Yulee Room, A114

Description of Event: Story Time for Tots
 Date(s) Requested: March 1,6,8,20,22,27,2023; April 3,5,10,12,17,19,26,2023; May 1,3,8,10,15,17,22,24,31, 2023
 Alternate Dates(s): _____
 Number of Participants 35+
 Earliest Arrival 10:00 a.m. p.m. Anticipated Time of Departure: 12:00 a.m. p.m.
 Event Start Time: 11:00 a.m. p.m. Event End Time: 12:00 a.m. p.m.

Note - Minimum of 2-hours

Specify below any unique or special ADA accommodations that will be needed:

How would you like the room setup for your event? **U Shape**

| | | | | | | |
|--|--|---|---|--|---|---|
| <input type="checkbox"/> Pods | <input type="checkbox"/> Classroom | <input type="checkbox"/> Theatre | <input type="checkbox"/> Family Style | <input type="checkbox"/> Hollow Square | <input checked="" type="checkbox"/> U-Shape | <input type="checkbox"/> Banquet Tables |
| <small>4-8 chairs per table</small>  | <small>2 chairs per table</small>  | <small>Chairs only facing front center aisle</small>  | <small>Wide or slim tables pushed together to create 1 large table</small>  | <small>Chairs placed to create a hollow square with 2 chairs per table</small>  | <small>Chairs placed to create a U-shape with 2 chairs per table</small>  | <small>Banquet Style Around tables with up to 8 chairs</small>  |

| | | | |
|------------------------------------|----------------------------------|--|-------------------------------------|
| Please specify the number of each: | | Tables <small>1 at head of the no</small> | Chairs <small>35 in circle</small> |
| Equipment Needed: <u>N/A</u> | <input type="checkbox"/> Podium | <input type="checkbox"/> <u> </u> Microphone(s) | <u> </u> Microphone Stand(s) |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Laptop, | <input type="checkbox"/> Internet | <input type="checkbox"/> Screen |
| | | <input type="checkbox"/> Projector | <input type="checkbox"/> DVD Player |
| | | | <input type="checkbox"/> Piano |

Is this event, meeting, or function open to the general public? Yes No
 Will minors attend? Yes No
 Will attendees require any ADA accommodations? Yes No
 Will an admission fee be charged or donations accepted? Yes No
 Will items be sold at this event? Yes No. If yes, what items will be sold? _____
 Will food or beverages be consumed during this event? Yes No. If yes, what will be served? _____

Will Alcoholic beverages be served? Yes No
 What is the name of the caterer/company that will provide the food and beverages? _____

Are you going to have a D.J. or Band at your event? Yes No. If yes, what is the name of DJ or Band? _____

Are you going to rent equipment for your event? Yes No. If yes, what equipment will you be renting? _____

What is the name of the company will you be renting it from? _____

Is this event in support of a Political Campaign? Yes No
 Is your organization non-profit? Yes No If yes, proof of non-profit certification must be attached.
 Is your organization exempt from Florida State Sales Tax? Yes No If yes, a current exemption certificate must be attached. **Set up changes made after a contract is executed may require additional charges and a new contract.**

Application for Rental of Florida State College at Jacksonville Facilities and Grounds

- College facilities and grounds are intended for the College's programs, classes, and activities.
- After the College's needs are met each term, available space may be rented to outside entities typically during normal College hours of operation.
- The College may refuse to rent facilities and grounds for any event if the event is not in the best interest of the College.
- Rental contracts are written within the current fiscal year (July 1 – June 30).
- Applications for rental of facilities and grounds must be received at least 14 days in advance of the event with the exception of the Wilson Center which must be received at least 30 days in advance of the event. There's a 2-hour minimum for rentals (Wilson Center = 4-hrs).
- Rental payments must be received at least 7 days in advance prior to the event.
- Non-profit organizations must provide proof of non-profit certification with their application.
- Organizations that are exempt from Florida State Sales Tax must provide their Certification with their application.
- No event may be advertised or publicized until an Event Permit is issued and deposit received (when required).

There are four (4) requirements for renting Florida State College at Jacksonville facilities and grounds.

| | |
|---|---|
| <p>1. Insurance Requirements</p> <p>Before the College will execute a Facility Rental Agreement for an event, proof that insurance must be provided that coverage has been purchased for the event in accordance with the Insurance Requirements stated below.</p> <p>All organizations and groups desiring to rent College Facilities and Grounds must provide proof of liability insurance ("ACORD Certificate) in the amount of one million dollars or more and property insurance in the amount of \$50,000. The insurance certificate must be issued by a licensed agent of the underwriting insurance company, and shall specify that Florida State College at Jacksonville and its District Board of Trustees are "Additionally Insured". Certificates must list the "Certificate Holder" as Florida State College at Jacksonville and its District Board of Trustees, and must also specify the date(s) of use and specifically identify what Campus/space/room(s)/grounds(s) will be covered by that policy for the Event.</p> <p>Long-term usage contracts require that the requestor insurance agent provide the College with a thirty-day notice of cancellation. If the group or organization will use commercial vehicles in connection with its rental, it shall provide evidence of auto or fleet liability insurance.</p> <p>Caterers, DJ's, and Bands must also provide proof of State and Local licensure and insurance that meets all of the requirements above</p> <p>State and Federal Agencies must provide evidence of insurance in accordance with their jurisdictional State or Federal Guidelines</p> <p>Should you need assistance to obtain insurance for your event you may obtain a Tenant's and User's Liability Insurance Policy (Tulip) via: www.tulip.org or contact the University Risk Management and Insurance Association (URMIA) National Office at (812) 855-6683. Florida State College at Jacksonville is a participant in this program. Each campus/center has an invitation code that can be found on the site listed above.</p> | <p>To become a Certified Crowd Manager:</p> <ol style="list-style-type: none"> Temporarily disable your pop-up blocker Enter the URL in your search engine: http://www.crowdmangers.com Proceed through the training sections until you reach the test portion. Once you answer all the questions you will see a screen displaying your test score. At this point you will click on "Print Certificate". If, when you click on "Print Certificate" a bar appears at the top of your browser window, you should have the option in the section to temporarily allow pop-up from this site. You will be directed to a screen, which will require the following information: Name (first and last), email, and county. Select "Out of State", Business Name, and State. After filling all the fields, click record certificate. At this time your certificate should pop-up. The certificate must be printed from this page. Email the certificate(s) with your name, certificate number, and date to the campus contact name where your event will be held. <p>3. Computer Access Requirement</p> <p>If your event requires a participant or participants to access the College's Technology Infrastructure you must request a guest account be set up for your event at least 48 hours in advance.</p> <p>To obtain a guest ID during your event you must provide the following for the individuals who will be signing on FSCJ system(s) to run computer equipment:</p> <ol style="list-style-type: none"> First Name Middle Initial Last Name Email Address Phone Number <p>If you will have more than one person accessing FSCJ computing equipment, you will need to provide a spreadsheet that lists the number of participants needing computer access and all of the above information for each individual.</p> |
| <p>2. Crowd Management Requirements</p> <p>Crowd management is required for all events held at the College with more than 49 participants. The College will provide crowd management at an additional hourly rate in the rental agreement.</p> <p>For all facilities except the Wilson center you may provide crowd manager for your event if you obtain training provided in following URL and provide a printed certificate(s) for each of you crowd manager(s). This must be done before the College executes a facility rental agreement for your event. The cost for each certification is \$19.95 at the website listed below.</p> | <p>4. Security Deposit Requirements</p> <p>Some events may require a security deposit. If the College determines that a security deposit is required, that deposit will be added to the rental agreement. The deposit will be refunded 30 days after your event provided that additional labor was not required and there were no damage to the FSCJ facility or grounds you rented for your event.</p> |

| | | | |
|---|---|--|--|
| I have read, understand, and agree with all that is stated above: | | | |
| <p>Taso E. Poppy AICP</p> <p>_____ Name</p> | <p>Nassau County Manager</p> <p>_____ Title</p> | <p>Nassau County Board of Commissioners on behalf of Nassau Public Library</p> <p>_____ Organization</p> | <p>2/28/2023</p> <p>_____ Date</p> |



**Exhibit B
CROWD MANAGER SAFETY CHECKLIST**

Event: Story Time for Tots Date of Event: Mondays & Wednesdays March thru May 2023

Location of Event: David Yulee Room, Nassau Campus Phone Number for Security: _____

To be completed for assemblies of 50 or more in facilities leased by the College. The Crowd Manager must be present at the event during all hours that it is open to the public.

The Crowd Manager must complete this form with a designated College representative prior to the assembly. The checklist insures that the facility is safe to open to the public through a visual inspection of the property and that the Crowd Manager is familiar with the layout and emergency egress paths in the rented facility.

| | <i>Inspection Item</i> | <i>No</i> | <i>Yes</i> | <i>N/A</i> |
|---|--|-----------|------------|------------|
| 1 | There must be 1 crowd manager on duty for every 250 occupants (for example, 251 people require 2 crowd managers). The number of crowd managers required: <u>1</u> | | ✓ | |
| 2 | The crowd manager shall ensure no one enters in excess of the posted occupant load limit, which includes all employees, guests, and performers, the posted occupant load is: <u>59</u> | | ✓ | |
| 3 | The crowd manager shall be trained and briefed by a College representative on the locations of the fire alarm pull stations, fire extinguishers, exits, and emergency evacuation plans and direct occupants to an exit in the event of an emergency. | | ✓ | |
| 4 | All egress paths maintained clear, unlocked, accessible, and not blocked? | | ✓ | |
| 5 | All exit doors operable? | | ✓ | |
| 6 | All exit sign lighting operable? | | ✓ | |
| 7 | Exterior stairways and means of egress clear and free of obstacles? | | | N/A |
| 8 | The crowd manager shall brief the assembly on the location of exits and emergency evacuation routes. | | ✓ | |

If "No" to any of the above, then the event shall not be held until the situation is corrected. If "N/A", explain in the remarks section.

Remarks:

Crowd Manager Michelle Forde, Youth Librarian

Print Name

Michelle Forde

Signature

2/28/2023

College Representative _____

Print Name

Signature

Certificate of Achievement

This is to certify that

Michelle Forde

has completed the course

Crowd Management Training

Crowd Manager Training (2022/2023)



4PVxUxx9z
Date Issued: March 26, 2022
Certificate is valid for two years from date issued.



Certificate of Achievement

This is to certify that

Joel Vasquez

has completed the course

Crowd Management Training

Crowd Manager Training (2022/2023)



4PVxUxx9eZ
Date Issued: March 26, 2022
Certificate is valid for two years from date issued.



DATE
2/21/2023

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
FLORIDA STATE COLLEGE AT JACKSONVILLE
BETTY P COOK NASSAU CTR
76346 WILLIAM BURGESS BLVD

DEPARTMENT
LIBRARIES

REQUESTED BY
C. SHEPHERD

| VENDOR NUMBER | PROJECT NAME | FUNDING SOURCE | AMOUNT AVAILABLE | STANDARD PO OR ENCUMBER ONLY | CONTRACT NO. |
|---------------|------------------------------------|-----------------|------------------|------------------------------|-----------------|
| 1361 | DAVID YULEE ROOM RENTAL | 01716571-544000 | \$ 440.00 | Standard PO | |
| ITEM NO. | DESCRIPTION | QUANTITY | UNIT PRICE | AMOUNT | |
| | RENTAL OF DAVID YULEE ROOM FOR | 1.00 | \$ 440.00 | \$ 440.00 | 01716571-544000 |
| | MONDAYS & WEDNESDAYS IN THE MONTHS | | | \$ 0.00 | |
| | OF MARCH, APRIL & MAY | | | \$ 0.00 | |
| | | | | \$ 0.00 | |
| | | | | \$ 0.00 | |
| | | | | \$ 0.00 | |
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ORIGINAL - FINANCE
COPY - DEPARTMENT

Shipping Total \$ 0.00
\$ 440.00

Department Head
I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.
Jolie Cannavino 2/24/2023

Office of Management and Budget (signature required if over Department Head signature authority or \$5,000, whichever is less.)
I attest that, to the best of my knowledge, funds are available for payment.
Chris Lacabra 2/27/2023

Procurement Director (signature required if over Department Head signature authority or \$5,000, whichever is less.)
I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.
Francis Adams 2/27/2023

County Manager (signature required if over Department Head signature authority or \$5,000, whichever is less.)
I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.
Paul E. Popy 2/28/2023

Clerk: _____
Date: _____

Certificate Of Completion

| | |
|---|------------------------------|
| Envelope Id: 3806D639B6CE401299B9642B06958746 | Status: Completed |
| Subject: Complete with DocuSign: FSCJ David Yulee Room Rental Agrmt Mar-May.pdf \$440 | |
| Source Envelope: | |
| Document Pages: 13 | Signatures: 13 |
| Certificate Pages: 6 | Initials: 7 |
| AutoNav: Enabled | Envelope Originator: |
| Envelope Stamping: Enabled | Claire Shepherd |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | cshepherd@nassaucountyfl.com |
| | IP Address: 50.238.237.26 |

Record Tracking

| | | |
|----------------------|------------------------------|--------------------|
| Status: Original | Holder: Claire Shepherd | Location: DocuSign |
| 2/24/2023 4:27:32 PM | cshepherd@nassaucountyfl.com | |

Signer Events

Julie Cannavino
 jcannavino@nassaucountyfl.com
 Nassau County
 Security Level: Email, Account Authentication (None)

Signature


Julie Cannavino
 Signature Adoption: Pre-selected Style
 Using IP Address: 50.238.237.26

Timestamp

Sent: 2/24/2023 4:44:10 PM
 Viewed: 2/24/2023 4:47:07 PM
 Signed: 2/24/2023 4:47:19 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Tracy Poore
 tpoore@nassaucountyfl.com
 OMB Admin
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)


 Signature Adoption: Pre-selected Style
 Using IP Address: 50.238.237.26

Sent: 2/24/2023 4:47:23 PM
 Viewed: 2/27/2023 10:43:33 AM
 Signed: 2/27/2023 10:43:58 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

chris lacambra
 clacambra@nassaucountyfl.com
 OMB Director
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)

chris lacambra
 Signature Adoption: Pre-selected Style
 Using IP Address: 50.238.237.26

Sent: 2/27/2023 10:44:04 AM
 Viewed: 2/27/2023 10:48:16 AM
 Signed: 2/27/2023 10:48:28 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Lanaee Gilmore
 lgilmore@nassaucountyfl.com
 Procurement Director
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)

Lanaee Gilmore
 Signature Adoption: Pre-selected Style
 Using IP Address: 50.238.237.26

Sent: 2/27/2023 10:48:32 AM
 Viewed: 2/27/2023 1:01:06 PM
 Signed: 2/27/2023 1:01:13 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

| Signer Events | Signature | Timestamp |
|---|---|---|
| <p>Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p> |  <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p> | <p>Sent: 2/27/2023 1:01:16 PM Viewed: 2/27/2023 1:17:06 PM Signed: 2/27/2023 1:17:11 PM</p> |
| <p>Cameron Fansher cameron.fansher@fscj.edu Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 2/28/2023 8:47:49 AM ID: 3a1fe4f0-877a-4ecf-95f7-d4eaf4dbab31</p> |  <p>Signature Adoption: Drawn on Device Using IP Address: 99.68.37.1 Signed using mobile</p> | <p>Sent: 2/28/2023 8:07:19 AM Viewed: 2/28/2023 8:47:49 AM Signed: 2/28/2023 8:50:33 AM</p> |
| <p>Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p> |  <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p> | <p>Sent: 2/28/2023 8:07:19 AM Viewed: 2/28/2023 9:34:08 AM Signed: 2/28/2023 9:34:18 AM</p> |
| <p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p> |  <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p> | <p>Sent: 2/28/2023 8:07:19 AM Viewed: 2/28/2023 8:32:37 AM Signed: 2/28/2023 8:32:48 AM</p> |
| In Person Signer Events | Signature | Timestamp |
| Editor Delivery Events | Status | Timestamp |
| Agent Delivery Events | Status | Timestamp |
| Intermediary Delivery Events | Status | Timestamp |
| Certified Delivery Events | Status | Timestamp |
| Carbon Copy Events | Status | Timestamp |
| <p>Toni Abbott tabbott@fscj.edu Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 2/28/2023 8:05:29 AM ID: 30ba257a-b9c8-4713-92cf-de87b822dbc4</p> | <div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">COPIED</div> | <p>Sent: 2/27/2023 1:17:15 PM Resent: 2/28/2023 8:07:17 AM Viewed: 2/28/2023 8:08:02 AM</p> |

Carbon Copy Events**Status****Timestamp**

Clerk Admin
clerkservices@nassaucountyfl.com
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

COPIED

Sent: 2/28/2023 9:34:24 AM
Viewed: 2/28/2023 9:58:55 AM

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

| | | |
|---------------------|------------------|----------------------|
| Envelope Sent | Hashed/Encrypted | 2/24/2023 4:44:10 PM |
| Envelope Updated | Security Checked | 2/28/2023 8:07:17 AM |
| Certified Delivered | Security Checked | 2/28/2023 8:32:37 AM |
| Signing Complete | Security Checked | 2/28/2023 8:32:48 AM |
| Completed | Security Checked | 2/28/2023 9:34:24 AM |

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Nassau

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.