

**AGREEMENT  
FOR TEMPORARY USE  
OF SEMINOLE STATE COLLEGE FACILITIES**

Organization Name: Central Florida Regional Workforce Development Board, Inc. dba  
CareerSource Central Florida  
(Organization name should agree to the name of the insured on certificate of insurance)

Event/Activity Name: Business Suite - Training facility

Street Address: 390 N. Orange Ave., Suite 700

City, State, Zip: Orlando, FL 32801

Email Address: LWillingham@careersourcecf.com

Telephone Number: 407-868-4012

Tax Exempt Number if Non-Profit Organization: 85-8012538360C-9  
(Please provide a copy of the tax-exempt certificate)

Campus: Sanford/Lake Mary Room/location: Suite C103

Type of Activity: Training Facility and Office Space

Dates/Times: July 1, 2025 to June 30<sup>th</sup>, 2026

1. Term and Termination

a. The term of this agreement shall be from July 1, 2025 (effective date) to June 30, 2026.

b. Either party may cancel this agreement upon thirty (30) days written notice.

2. The District Board of Trustees of Seminole State College of Florida ("College") shall:

- a. Furnish light, heat and water by means of the appliances installed for ordinary purposes, but for no other purposes. Interruptions, delays, or failure in furnishing any of the same caused by anything beyond the commercially reasonable control of the College will not be chargeable to the College.
- b. Not be responsible for any damage, accidents or injury that may happen to the User or User's agents, servants, employees, spectators, invitees, licensees, guests, and any and all other participants and/or property from any cause whatsoever (including but not limited to negligence on behalf of the College) arising out of or resulting from the above described activity during the period covered by this Agreement. User hereby agrees to indemnify, defend and hold harmless College, its agents, officers, trustees and employees from and against any and all claims, liabilities, judgments, or expenses (including costs and reasonable attorney's fees) for damages or bodily injury, including death, sustained by any person or persons, or damage to property resulting from or in any way related to User's occupation or use of College facilities. Nothing herein shall be deemed to affect the rights, privileges, and immunities of College as set forth in Section 768.28, Florida Statutes. The foregoing indemnity provision is not intended as a waiver of College's common law right of sovereign immunity, as adopted in Fla. Stat. 2.01.

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- c. Reserve the right, in the exercise of its discretion, to rescind and cancel this Agreement at any time when, in its opinion, the purpose or purposes for which the premises are being used or intended to be used, is in a manner that is unsafe, obnoxious, or inimical to the best interests of the College as determined by the College in its sole discretion, any other provision of this Agreement notwithstanding.
  - d. The activities of the College have first priority and the college reserves the right to alter this schedule by notifying the User. The College will make reasonable efforts to provide the User with advance notice of any scheduled use that may impact User's access. In the event that the College cancels any event due to College priorities, or due to any facts or circumstances beyond the control of the College (including weather, and governmental order or decree, natural disaster, etc.), a full refund will be issued.
3. The Organization ("User") shall:
- a. Obtain at the User's own cost and expense any and all licenses or permits required by law or ordinance. Any statement of rules or regulation accompanying each license or permit will be deemed to be a part of this Agreement.
  - b. Take the premises as they are found at the time of occupancy by the User. In the event the User finds it necessary to remove or change any equipment, any changes shall be made by the User at the User's expense and must be replaced as found; provided however, that no removals or changes may be made without prior written consent of the Vice President, Business Operations & CFO or designee, which may be given or withheld in such person's sole and absolute discretion.
  - c. Remove from the premises, within twenty-four hours following the conclusion of the contracted activity, all equipment and material owned by the User. The College assumes no liability for the User's equipment or material at any time.
  - d. Have all deliveries of needed equipment and material made only after approved arrangements with the Vice President, Business Operations & CFO or designee, are confirmed.
  - e. Not assign, reassign this Agreement or sublet the premises or any part of them or use the premises or any part of them for any purpose other than that specified in this Agreement, without written consent of the Vice President, Business Operations & CFO or designee, which may be given or withheld in such person's sole and absolute discretion.
  - f. Not bring on the premises, possess or use or be under the influence of any alcoholic beverages, drugs or gambling devices of any kind. Any person under the influence of intoxicating beverages or drugs shall be denied the opportunity to participate in any activities on College premises by either User or College.

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- g. Not use, store or permit to be used or stored, in or on any part of the College's premises, any substance or thing prohibited by law or ordinance, or by standard policies or fire insurance companies operating in the State of Florida.
- h. Be responsible for adherence to all federal, state, county and municipal laws, rules, regulations, orders, and ordinances, including workers' compensation laws. Additionally, User shall be responsible for compliance with all federal, state, county and municipal laws, rules, regulations, orders, and ordinances by all applicable public health agencies regarding any pandemic or other infectious disease outbreak (e.g. COVID-19). Such compliance includes, but is not limited to, social distancing and the wearing of appropriate face coverings or other protective clothing. User shall require and be responsible for ensuring that User's guests, licensees, invitees, visitors, and other persons attending User's event(s) comply with the requirements of this section.
- i. Be solely responsible for compliance with copyright laws for any event that involves the public performance of copyrighted works. User agrees that User shall obtain in writing appropriate licenses or permission needed to comply with copyright laws, and in the event that any copyrighted works are recorded in any way, including, but not limited to photographic, video, tape, or digital means, whether or not offered for commercial sale, User will be solely responsible for the payment of any applicable royalties. User shall indemnify, defend and hold harmless the College, its agents, officers, trustees and employees from and against any and all claims, liabilities, judgments, or expenses (including costs and reasonable attorney's fees) resulting from any failure of User to comply with this provision.
- j. Assume full responsibility for the character, acts and conduct of all persons admitted to the facilities or property of the College with the consent of User or User's agents.
- k. As to Users of the Firearms Range at the Geneva Facility, Users shall only use such type and caliber of weapons that the College considers standard and normally used by law enforcement agencies. User shall submit a list of weapon type (rifle, shotgun, pistol, etc.) and caliber for review and approval prior to User accessing the Firearms Range. College reserves the right to review and approve or disapprove of any listed weapons in its sole discretion. No weapons of any sort that are not preapproved by the College may be used, possessed, or brought onto the Geneva Facility.
- l. Both frangible and non-frangible ammunition is approved for use at this facility with consideration given to the types of targets being shot. Anytime ball, shotgun, or rifle ammunition is being used to shoot steel targets, body armor shall be worn.

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m. Provide a Certificate of Insurance showing coverage for General Liability, as indicated below, designating Seminole State College of Florida as additional insured and providing for 30 days written notice of any change in User's insurance coverage related to this Agreement.

1. At the sole discretion of the College, User may be required to provide Certificates of Insurance for Automobile and Workers' Compensation insurance, and additional General Liability coverage exceeding the limits as indicated below.
2. User shall obtain and maintain the minimum insurance coverage's set forth below. The insurance requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. This insurance will apply as primary insurance/non-contributory with respect to any other insurance or self-insurance carried by the College.
3. By requiring such minimum insurance, the College may not be deemed or construed to have assessed the risk that may be applicable to User under this Agreement. User shall assess its own risks and, if it deems appropriate /or prudent, maintain higher limits /or broader coverages. User is not relieved of any liability or other obligations assumed or pursuant to the Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.
4. General Liability insurance requirements for this Agreement are:

Coverage	Limits
Commercial General Liability	\$1,000,000
General Aggregate	\$2,000,000

n. Comply with all College policies and procedures, including but not limited to the College's Protection of Vulnerable Persons Policy 1.115 and the College's Children on Campus procedure 8.0110. By signing this Agreement, User acknowledges that the policies and procedures are available on the College's website and they reviewed same before signing: 2.100 Drug Free Workplace; 6.010 Facility Use by Outside Entities; 6.011 Alcoholic Beverages At College Facilities; 6.021 Tobacco Free College; 7.010 Acceptable Use of College Technology (Section 3 only); 8.0200 Traffic and Parking Regulations/Enforcement; 8.030 Campus and Workplace Violence; 8.040 Sexual Assault/Battery; 8.0500 Protection of Vulnerable Persons: Reporting Known or Suspected Abuse Abandonment or Neglect of Children. Current versions of these policies and procedures may be obtained on the College website: Policies and Procedures - Seminole State College.

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## **4. Payment of Charges:**

- a. Payment may be made by check payable to: Seminole State College. Payments by credit card are also accepted through the online payment portal.
- b. All payments are due at the time this agreement is signed by User. The College will issue an invoice upon receipt of the signed Agreement, which shall be due and payable immediately. Failure to remit payment when due shall entitle the College to terminate any Agreement or obligation to User arising out of an Agreement. Notwithstanding the foregoing, this Agreement will not be binding upon the College until accepted, approved, and executed by the Vice President, Business Operations & CFO or designee. College's submission of this Agreement for examination and signature by User does not constitute an offer to lease or a reservation or option for lease. In the event this Agreement is not so accepted, approved, and executed, User understands and agrees its recovery will be strictly limited to the recovery of any pre-paid fees.

## **5. The following additional regulations must be followed:**

- a. Activities are not permitted between 10:00 p.m. and 7:00 a.m.
- b. Hereby be notified that Seminole State College is a tobacco-free college. Tobacco of any kind, in any form, is prohibited on College property. This includes but is not limited to tobacco used in cigarettes, cigars, pipes, and electronic cigarettes. Snuff, chewing tobacco, and other tobacco products are also prohibited. Furthermore, User and all of User's guests, invitees, and licensees shall comply with College Policy 6.021.
- c. College equipment may not be taken from the College under any conditions and in the event any equipment is found missing, the User is responsible for its replacement costs.
- d. The College retains all concession rights and the User may not engage in selling of any items except programs.
- e. The College owns and controls its name(s), marks (including registered trademarks), logos, insignias, seals, colors, designs and symbols, and they are strictly for College use only.
  - 1. The User may use the College's name ("Seminole State College of Florida") in materials to indicate the location of the event. However, it must be in a basic font (so as not confused with the College's logo/branding).
  - 2. The User may not set up URLs that are similar to the College's name (SSC, Seminole State, etc.), as this could lead to confusion.

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3. The User must add on all promotional materials (poster, flyer, website, etc.):  
“This event and its organizer are neither affiliated with nor endorsed by Seminole State College of Florida. Any views expressed at this event are solely those of the person expressing them and not those of Seminole State College of Florida.”
  - f. The Oviedo Campus is a designated wildlife habitat. Guests should be alert and considerate of the variety of animals that co-exist on the campus.
  - g. For the Geneva Gun Range - Use frangible, lead-free ammunition only. Exceptions may be granted for expending duty ammunition carried by officers at the end of its useful cycle. Other exceptions may be granted by the Range Manager or Dean of the Center for Public Safety in writing and in advance.
  - h. For the Geneva Gun Range - Provide to the Range Manager daily, the amount and type of ammunition expended.
  - i. Possession of weapons of any kind is strictly prohibited on any property owned or leased by the College, except for approved uses at the Geneva Gun Range as set forth on the Facility Reservation page(s) of this agreement, at off-campus College activities or College-sponsored events, unless such possession is allowed by law or written agreement of the parties.
  - j. For the Geneva Gun Range: User shall only be permitted to use the Geneva Gun Range under the College’s direct supervision. College shall provide a supervisor of the Range and the supervisor shall be present all times of use. User agrees that the cost of the College’s supervisor will be included in the rental agreement.
6. Cancellation/Refund Policy:
- a. Seminole State College requires written notice by email to [facilityuse@seminolestate.edu](mailto:facilityuse@seminolestate.edu) to cancel a confirmed facility use rental.
  - b. A full refund will be issued for any written cancellation received 14 or more days before the scheduled event.
  - c. A 50% refund will be issued for any written cancellation received 7 – 13 days before the scheduled event. This applies even when the agreement is executed and intended to be completed within this timeframe (i.e., booked and cancelled within 7-13 days of the scheduled event).
  - d. No refund will be issued for any written cancellation received less than 7 days before the scheduled event. This applies even when the agreement is executed and intended to be completed within this timeframe (i.e., booked and cancelled within less than 7 days of the scheduled event).

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- e. The College reserves the right, in the College's sole discretion, to relocate an event to a comparable venue on the same campus at the same scheduled time for no additional charge to the customer. The College shall not be responsible for any costs associated with relocating any event to any comparable venue. If a mutually agreeable comparable venue is not available a full refund will be issued.

**7. Acknowledgment:**

- a. This agreement will not be binding upon the College until accepted, approved, and executed by the Vice President, Business Operations & CFO or designee. The undersigned acknowledges and agrees that the formation of this Agreement constitutes the making of a contract within the State of Florida and agrees to submit to the jurisdiction of the courts in the State of Florida with respect to claims arising out of the Agreement. Venue for any action arising hereunder shall be exclusively in Seminole County, Florida.
- b. It is understood that the term "College" or "Seminole State College" as used in this Agreement includes the employees, agents, and District Board of Trustees of Seminole State College of Florida.
- c. The fees and specific details related to the use of College facilities as outlined in this Agreement are in the Facilities Reservation form attached hereto and incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Agreement for Temporary Use of Seminole State College Facilities to be executed as of the date indicated.

**For Seminole State College:**

*Robert Whitaker*

06/30/2025

Signature of College Representative

Date

Name (print) Robert Whitaker

Position: \_\_\_\_\_ Site Designee or X Vice President, Business Operations & CFO

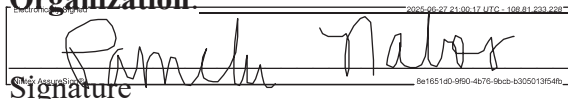
**APPROVED**

By Kenneth Eubanks at 12:51 pm, Jun 04, 2025

**For User Organization:**

**Organization:** Pamela Nabors

**Title** President/CEO

  
Signature

06/27/2025

Date



**Facility Reservation  
Seminole State College**

**Requestor Name:** Lance Willingham  
**Event/Activity Name:** Business Suite - Training facility  
**Requestor Organization:** CareerSource Central Florida  
**Mailing Address:** 390 N. Orange Ave Suite 700, Orlando, FL 32801  
**Business Telephone Number:** 407.461.9362  
**Email Address:** LWillingham@careersourcecf.com  
**Organization Status: (Check one)** ☐ **Public** ☒ **Private Non-profit** ☐ **Private For Profit**  
**Description of Activity:** Business office space  
**Date and Time of Activity:** July 1, 2025 to June 30, 2025  
**Campus:** Sanford/Lake Mary **Room/Location:** C103 Suite and C110A

**Requirements/Requests:**

- **BILLING** - Rate quote is currently based on proposed Suite to be used as identified in Attachment A. Rate charges will be billed monthly to CareerSource Central Florida based on monthly rate.
- **KEYS** - CareerSource will be supplied up to 10 keys maximum to the C103 Suite. CareerSource will provide the Associate Director of Auxiliary Services the person of interest paperwork for each employee being assigned keys to the area. This paperwork and key request will be handled through the Auxiliary Department at Seminole State College. A \$50 lost key fee will be applied to the monthly billing or upon termination of this agreement if needed for any keys not returned to Seminole State College.
- **SIGNAGE** - CareerSource will be allowed to post the signage approved by the College's Auxiliary, Facilities, and Marketing departments. This approved signage includes, standing signs, sandwich boards, vinyl graphic on the suite door, and an informational TV at front door entrance. Approvals will be managed by the Auxiliary department.
- **PHONES/INTERNET** – Phones will not be supplied by Seminole State College. The College will bill a \$100 monthly fee to CareerSource for 1 GIG of internet service. CareerSource will be setting up their own wireless network in C103C to supply their needs.
- **FURNITURE** – The current office desks will remain in the suite to be used by CareerSource. This includes two full office desks with hutch. All Office furniture used by CareerSource must stay in same condition as received. Fees will be assessed for and damage or replacements.



**Facility Reservation  
Seminole State College**

<b>Room Setup – 5ft tables:</b>	<b>6ft tables:</b>	<b>Chairs:</b>	<b>Podium:</b>
<b>Custodial: Included</b>			
<b>CTS or Media Services – Computer or Laptop:</b>			
<b>Ability to play video:</b>		<b>PowerPoint:</b>	
<b>Microphone/speakers:</b>		<b>Monitors:</b>	
<b>Internet Access:</b>		<b>Special Lighting:</b>	
<b>Technical equipment setup:</b>		<b>Technical Staffing:</b>	
<b>Security – (Determined by Director of Security):</b>			
<b>Site Supervisor:</b>			
<b>Insurance:</b>			
<b>Food:</b>			
<b>Parking Permit:</b>			
<b>Anticipated Attendance: Varies on event</b>			
<b>College Public Information Officer Notification (if attendance 100 or greater):</b>			
<b>Risk Mgmt Review (Geneva, outside, 100+ attendees, or Risk):</b>			

**For College Use only**

**Facilities Reservation  
Seminole State College  
RATE QUOTE**

Preparer:

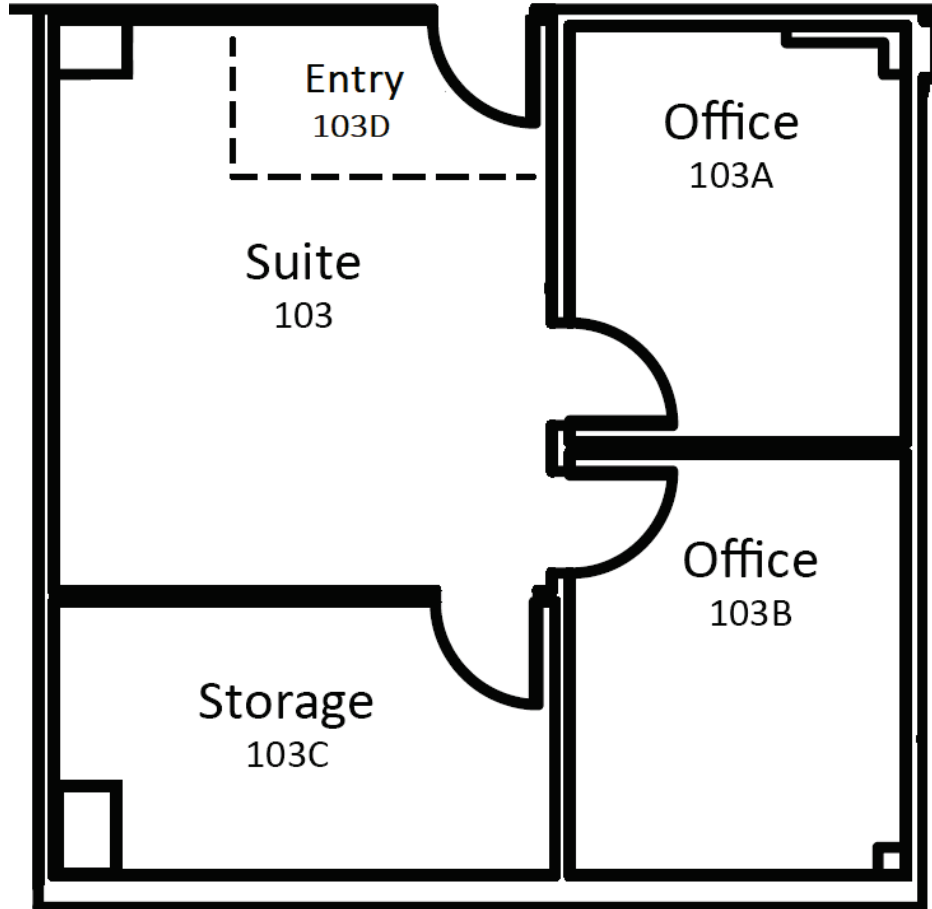
Reviewed: FS

*Donna Collins*

<b>Facility Designations</b>	<b>C103 Suite – See Attachment A 588 square feet x \$18 = \$10,584 (Full Year) \$10,584/12 = \$882 monthly</b>	<b>Rate: Based on lease rate of \$18.00 per square feet</b>	<b>\$10,584.00</b>
<b>Custodial Services</b>	<b>Included – Daily trash removal</b>	<b>Rate: \$40 each hour</b>	<b>\$0.00</b>
<b>Security</b>	<b>Included</b>	<b>Rate: \$40 each hour</b>	<b>\$0.00</b>
<b>Internet</b>	<b>Monthly Fee \$100 12 Months x \$100 = \$1,200</b>	<b>Rate: \$100 Monthly</b>	<b>\$1,200.00</b>
<b>Subtotal</b>			<b>\$11,784.00</b>
<b>Sales Tax for Rental</b>	<b>of Real Property</b>	<b>3% Eff. 6/1/24</b>	<b>EXEMPT</b>
<b>Total</b>			<b>\$11,784.00</b>

Attachment A

# Hallway



Number	Suffix	Name	Area
103		Open Office	139
103	A	Office	120
103	B	Office	120
103	C	Storage	109
103	D	Entry	100
TOTAL			588





# CareerSource C103 Suite - Facility Use-Lease Agreement - Final

Final Audit Report

2025-06-30

Created:	2025-06-30
By:	Donna Collins (collinsd@seminolestate.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAHe7B6xsACw9HgEDZLmhhitxb7LMOVmdm

## "CareerSource C103 Suite - Facility Use-Lease Agreement - Final" History

-  Document created by Donna Collins (collinsd@seminolestate.edu)  
2025-06-30 - 12:50:36 PM GMT- IP address: 216.120.209.107
-  Document emailed to Robert Whitaker (whitakerr@seminolestate.edu) for signature  
2025-06-30 - 12:51:01 PM GMT
-  Email viewed by Robert Whitaker (whitakerr@seminolestate.edu)  
2025-06-30 - 12:57:56 PM GMT- IP address: 216.120.209.100
-  Document e-signed by Robert Whitaker (whitakerr@seminolestate.edu)  
Signature Date: 2025-06-30 - 12:58:05 PM GMT - Time Source: server- IP address: 216.120.209.100
-  Agreement completed.  
2025-06-30 - 12:58:05 PM GMT