



**COLLEGE of
CENTRAL
FLORIDA**

**COLLEGE of CENTRAL FLORIDA
APPLICATION FOR LICENSE TO USE SPACE AND FACILITIES**

IMPORTANT: This application consists of seven (7) pages and must be submitted in its entirety. Failure to properly execute the signature block on page 7 will render this license application null and void. Please submit this application, along with all applicable attachments, to the appropriate College department within ten (10) working days of making a tentative reservation.

Section 1 General INFORMATION			
Date of request:	Jan. 13, 2025	Date of event/activity:	Fri., May 2, 2025
Name of event/activity:		City of Ocala	
Provide brief description: Servant Leadership Seminar			
Date(s) of event:	5/2/25	Opening time:	8am
		Closing time:	4:30pm
		Doors open to public:	
Date/time needed for set-up:	5/2/25	From: 8:30am	To: 8am
		Date/time needed for clean-up:	From: 4:30pm To: 5pm
INDICATE TYPE OF EVENT:			
<input type="checkbox"/> Community Non-profit		<input type="checkbox"/> College-sponsored	
<input type="checkbox"/> CF Employee		<input type="checkbox"/> Non-College Sponsored	
		<input type="checkbox"/> Private for Profit	
		<input type="checkbox"/> Community for Profit	
		<input type="checkbox"/> Other Educational Institutions	
SECTION 2 – REQUESTOR INFORMATION			
Name of individual(s)/organization/company responsible:			
City of Ocala			
Andi Stokes, Staff Development and Training Administrator			
Mailing Address: 110 SE Watula Avenue Ocala, FL 34471			
	Work #	352-401-3982	Mobile #:
Fax #:	E-mail address: Astokes@ocalaf.gov		
Name of contact person for event: Todd Swanson		Title: Human Resources Manager	
Contact #	352-629-8365	Fax #:	E-mail address: tswanson@ocalaf.gov
SECTION 3 – FACILITY REQUESTED			
Name of Facility		Submission location/Contact number	
<input type="checkbox"/> Webber Center <input type="checkbox"/> Conference Center <input type="checkbox"/> Kitchen Facilities <input type="checkbox"/> Gallery <input type="checkbox"/> Outdoor Patio		Ocala Campus Conference Centers (Webber, Klein, and Ewers Century Center) (352)854-2322, ext. 1648, ext. 1481 or (352)291-4441	
<input checked="" type="checkbox"/> Klein Conference Center <input checked="" type="checkbox"/> Entire Conference Center <input type="checkbox"/> Room "A" <input type="checkbox"/> Room "B" <input checked="" type="checkbox"/> Kitchen Facilities			
<input checked="" type="checkbox"/> Ewers Century Center <input checked="" type="checkbox"/> Lobby Area <input type="checkbox"/> Strategic Planning Center <input checked="" type="checkbox"/> Teleconference Center			
<input type="checkbox"/> Vintage Farm <input type="checkbox"/> Main Barn <input type="checkbox"/> Classroom <input type="checkbox"/> Farm House		Conference Services Ocala (352)854-2322 ext. 1648, ext. 1481 or (352)291-4441	



COLLEGE of CENTRAL FLORIDA
APPLICATION FOR LICENSE TO USE SPACE AND FACILITIES
 (Continued)

SECTION 4 – APPLICABLE CHARGES (To be completed by College — See CF Guidelines for Base Fee Facilities Rentals)					
DESCRIPTION	COST PER EVENT		COST PER HOUR		TOTALS
	Enter Quantity	Enter Charge per Event	Enter # of Hours	Enter Charge per Hour	
Base Facility Fee Rental	1	1200.00			1200.00
Discount (Non-Profit)		-30%			-360.00
Security Guard(s) <i>(When and if required by the College)</i>				25.00	0.00
Parking Personnel <i>(When and if required by the College)</i>				25.00	0.00
Audio-Visual Technician				30.00	0.00
P/A System (Microphone: <input type="checkbox"/> Podium <input type="checkbox"/> Handheld <input type="checkbox"/> Table)	1	30.00			30.00
<input type="checkbox"/> Computer <input checked="" type="checkbox"/> LCD Computer Projector <input type="checkbox"/> Stage Lighting		30.00			30.00
<input type="checkbox"/> Screen		No Charge			0.00
Projectors: <input type="checkbox"/> Overhead		30.00			0.00
<input type="checkbox"/> Internet connection		30.00			0.00
Tablecloth Fee:-	20	12.00			240.00
Piano -					0.00
Podium <input type="checkbox"/>		No Charge			0.00
Break Service <input type="checkbox"/>					0.00
Stage Risers-					0.00
<input type="checkbox"/> Tables ___ <input type="checkbox"/> Chairs ___ <i>(Enter as quantity of 1 x total charge)</i>		No Charge			0.00
Follow Spots -					0.00
Service Charge <i>(Applied to room rental, services and catering services)</i>	20%	1140.00			228.00
Florida Sales Tax <i>(If applicable, enter total charge)</i>	3.5	Exempt			0.00
Liability Insurance <i>(Waive if proof of insurance is attached)</i>					
GRAND TOTAL					\$1368.00
Damage Deposit	\$0.00	Plus	Twenty-five percent (25%) of rental:	\$342.00	Total due with application
					\$342.00
REMAINING BALANCE DUE BY: 4/2/25				Amount Due: \$	\$1026.00

A service charge of 2.75% will be applied when using Credit Cards for payment. To avoid fees, you are welcome to pay by cash or check.

INTERNAL USE ONLY			
Security Deposit (25%)	Due Date: 2/20/25	Received Date:	Amount: \$342.00
Damage Deposit (\$250.00)	Due Date:	Received Date:	Amount:
Liability Insurance	Due Date: 4/2/25	Received Date:	
Alcohol Insurance	Due Date:	Received Date:	
Caterer's Liability	Due Date:	Received Date:	
Final Balance	Due Date: 4/2/25	Received Date:	Amount: \$1026.00
Damage Deposit Return	Given to Business Office	Date:	Amount:



COLLEGE of CENTRAL FLORIDA
APPLICATION FOR LICENSE TO USE SPACE AND FACILITIES
 (Continued)

SECTION 5 - REHEARSALS			
Rehearsal date(s), if applicable: -	Start time:	End time:	# of cast/crew @ event:
Date(s) of event: -	Opening time:	Closing time:	Doors open to public:
Date/time needed for set-up:		Date/time needed for clean up:	
Rehearsal date(s), if applicable: -	Start time:	End time:	# of cast/crew @ event:

SECTION 6 - SCHEDULE OF EVENTS					
Date	Participants	Time	Event	Set-up	Room Assigned
5/2/25		6:30am-8am	Set Up	Rounds	Klein
	150	8am-4:30pm	Seminar	Rounds	Klein
		4:30-5pm	Clean Up		Klein

SECTION 7 - BREAK SERVICE SCHEDULE					
Date	Participant #	Time	Menu	Price Per Person	Room Assigned
5/2/25	150	7:30am - 9am	Coffee/Water/Pastries	9.50	Klein
	150	TBD - Lunch	Pasta Buffet	14.95	Klein
	150	TBD - Break	Bev/Pastries	5.00	Klein

- Liability insurance for this event may be sent to College of Central Florida through your current insurance provider. They will need to list College of Central Florida as a co-insured for the date of this event.
- All outside caterers must provide College of Central Florida with a copy of their insurance and license from the State of Florida in order to serve any food and beverage on campus.
- For the health and wellness of the CF community and beyond, the use of tobacco products is prohibited on all CF properties.
- While decorating the facility, no items may be applied to any of the painted walls or hung from the ceilings. For ideas on ways to decorate this space, our Conference staff will be happy to meet and assist you.
- No glitter or confetti allowed in the conference room. (Glitter and confetti is an additional \$250.00 cleaning fee.)

**GENERAL TERMS AND CONDITIONS
FOR LICENSE TO USE SPACE AND FACILITIES**

The College licenses various agencies, organizations, businesses and individuals to use various College facilities. The license for using space and facilities is subject to the following general terms and conditions as well as terms specific to the facility requested.

GENERAL INFORMATION

1. The license agreement is between the College of Central Florida referred to as the "College," and an agency, organization, business or individual referred to as "Licensee."
2. Scheduled events are tentative until all documentation has been received. The schedule is subject to review and approval or cancellation by other College officials.
3. All schedules for all events must be coordinated through the Office of the Vice President for Instructional Affairs as soon as verbal requests are made. After an event is tentatively booked, the College office responsible for the facility will forward the application form and other information to the individual/group requesting the booking. Scheduling will be confirmed with copies of approved applications.
4. The College reserves the right to refuse to rent the space to any requestor.
5. The College reserves the right to require Licensee to obtain, at his/her expense, security and parking personnel if the nature and size of event so warrants.
6. The College reserves the right to bill the Licensee for any damages or excessive clean up associated with the event.
7. In connection with the event, the College shall not be liable for any loss of, or damage to, personal property of the Licensee, members of the Licensee's organization, Licensee's vendors, Licensee's guests, invitees or any personnel involved with the event.
8. All event advertisements must include the name and address of the College as the event location. The Licensee must not advertise the event in such a way as to make the College appear to be the sponsor.
9. ~~The Licensee is required to provide proof of liability insurance, naming the College as an additional insured in the amount of \$1,000,000, prior to beginning set up of any event. If Licensee does not carry liability insurance, an insurance charge will be assessed in the application process.~~
10. All paperwork must be completed and submitted to the College, to the attention of the appropriate department as shown on page 1 of this application. The signed license agreement, deposit, and all applicable attachments should be forwarded to the College not more than 10 working days after receiving verbal indication that the event was tentatively scheduled. Staff will confirm all details prior to the event. A completed application package that includes all applicable attachments should be forwarded to the College at least five (5) weeks prior to the event.
11. Licensee is not permitted to dig, install signage, and/or make any changes to the facilities that have to be repaired.
12. The Licensee/User named in the application agreement is granted the right to use the requested facility and/or open space at the times and for the purposes specified therein and for no other purposes, subject to termination of such right. The College agrees not to use or grant privileges to others to use the facility and/or open space during the times reserved without first giving Licensee a reasonable alternative period or periods and reasonable advance notice.
13. Alcohol is prohibited on College property. With prior authorization from the President of the College, subject to certain restrictions or conditions, alcohol may be permitted for specific events. Any person or agency with authorization to distribute alcohol must provide the College with alcohol liability insurance coverage. The insurance should be in the amount of at least \$1,000,000 and name the College as an additional insured. The renter shall assume all responsibility for compliance with any applicable State of Florida Division of Alcoholic Beverages and Tobacco licensing requirements.
14. Illegal drugs are not permitted on College property.
15. The rented/leased facility shall be, at all times, under the control of the department head, as shown on page 1 of this application, or his/her designee.
16. Smoking is not permitted on College property.
17. Only authorized College personnel shall operate heating/air conditioning units.
18. Only authorized College personnel shall operate special audio and lighting equipment.
19. Licensee shall be responsible for the payment of any and all damages to buildings, furnishings, fixtures, or equipment whether caused by Licensee or his patrons, normal wear and tear excluded. Damage to the premises shall be at the expense of the Licensee. Damage deposits will be refunded within ten (10) working days after the last date of the event if no damage or loss is incurred and/or extra clean up is not required.
20. The College Cafeteria/Snack Bar is available on a limited basis Monday through Friday. If the Licensee or guests desire food services, the Cafeteria Manager must be notified at least 48 hours in advance. Licensee shall contract for food services separately. All food services shall be provided by the College Cafeteria/Snack Bar or a pre-approved professional catering service. The College reserves the right to approve the caterer.
21. No fastening devices, such as staples, nails, thumb tacks, etc., shall be used on any wall area within any CF facility. No tape or fastening devices shall be used on any wall, floor or pit area within any building without prior approval of College authority. All tape approved by College authority should be removed by user after activity. Nothing shall be hung from or pinned to any curtains.
22. Any and all food items and trash must be removed from the facility before the Licensee leaves the premises.
23. The Licensee shall assume responsibility for compliance with all applicable State of Florida requirements.
24. Individual facilities may have additional operating procedures specific to their facility.

FEES

24. Fees for use of the requested space are determined at the time of the request. Fees are determined by the specific space(s) requested for the activity, the nature and type of the activity, and the additional support furnished by the College. A schedule of fees will be provided to the Licensee at the time of inquiry.
25. All payments are to be made, by check, to "College of Central Florida."
26. Twenty-five percent (25%) of the estimated rental must be submitted to the College with the executed license application. A two-hundred-fifty dollar (\$250.00) damage deposit may also be required at the time of application. Payment in full for the balance of the estimated fees (including any damage deposit) must be submitted to the College before set-up begins but no less than ten (10) working days prior to the event. Any adjustment in payment due date must be approved by the appropriate vice president prior to the fee deadline. The damage deposit, if any, will be refunded within ten (10) working days after the event provided there is no damage to the facility or its equipment. Refunds are requested via a *CF Request for Refund of Damage Deposit* form.
27. In addition to the license fee, the College collects Florida sales tax. NOTE: Sales tax will not be imposed if the Licensee has a tax exemption certificate. In that event, the Licensee must furnish a copy of the tax exemption certificate with the deposit.
28. The President or designee is authorized to waive fees at his/her discretion if it is determined to be in the best interest of the College. The President or designee is authorized to adjust charges on an individual basis depending on the type and amount of usage of the requested facility. In such cases, a statement of justification must be filed with the approved application.

TERMINATION OF AGREEMENT

29. The College reserves the right to cancel a scheduled event if the Licensee does not comply with all requirements including proof of insurance, permits, documentation that security, if required, has been arranged, and payment of required deposits. The Licensee must also comply with any additional requirements established at the time the event is tentatively scheduled.
30. If the Licensee cancels the event within 30 calendar days of initial booking, any deposit will be returned in full. If the Licensee cancels the event after this time, the College will retain the deposit.
31. The College reserves the right to terminate the agreement up to 30 calendar days before the event by returning the deposit and notifying the Licensee of the decision.
32. The College reserves the right to terminate the agreement immediately prior to or during an event if the Licensee is in violation of the terms of the agreement.
33. Oral requests for reservations will be tentative. A typed license application form, along with all applicable attachments, must be received five (5) weeks in advance of use date(s) or tentative reservation may be canceled.

TERMS SPECIFIC TO FACILITY REQUESTED**GYMNASIUM/OPEN SPACES**

1. The Director of Athletics is designated as the agent of the College in developing the tentative schedule for licensing the use of the gymnasium, spaces adjacent to the gymnasium, and other open areas on the Ocala Campus of the College.
2. If a Licensee begins sales or activities prior to the scheduled event dates or continues sales or activities past the scheduled dates, the College reserves the right to assess fees at the daily rate plus sales tax for each additional day.
3. One day before the scheduled activity and one day after the activity may be scheduled to set up and take down the activity. Costs associated with setups are the sole responsibility of the Licensee.
4. Arrangements for additional setup days may be requested for extraordinary events. Consideration of these requests will be on an event-by-event basis. In the event that more than one day is used for setup or takedown, the College reserves the right to assess fees at the scheduled daily rate plus sales tax for each day required.
5. Licensee is responsible for cleaning up the area after the activity.
6. Licensee is not permitted to modify or wholly or partially conceal any existing signage located on campus.
7. If required, Licensee must provide security for the event, including traffic and crowd control; security for activity-related vehicles, tents, trailers, and other items; and patrol of adjacent areas on campus to reduce the potential for vandalism and damage to campus or buildings.
 - a. Arrangements for security should be cleared through the Ocala Police Department.
 - b. Written documentation to support the security arrangements shall be furnished to the College prior to beginning the setup.
 - c. In certain instances, the College may require the Licensee to pay for additional security through the College's Public Safety Office. The additional security will be invoiced, at cost, as a separate item.
8. Licensee is to provide large directional signs at the entrance to the campus, at appropriate campus locations, and a large sign (4' x 8' minimum) at the corner of SR 200 and 26th Avenue, directing traffic to the activity entrance and designated parking areas.
9. Should additional parking space be needed for the event, the Licensee can contact the College's Director of Purchasing at (352)854-2322, x1227.
10. Residents of the subdivision behind the College have criticized some activities held on the campus. They are particularly concerned about increased traffic through the residential area and noise that can be heard in nearby homes. Licensee is requested to coordinate activities so as to limit impact on the subdivision.
11. Cleanup includes filling holes dug for the placement of utility poles or erection of tents, removal of all trash and trash containers, removal of booths, cleaning restrooms, removal of temporary fences, removal of "porta-potties," and repair or replacement of any College property damaged as a direct result of the activity.

12. In the event the Licensee does not clean the area and repair or restore College property, the College will clean up the facility and bill the Licensee for two times (2X) the actual costs incurred by the College.

FINE ARTS AUDITORIUM**GENERAL CONDITIONS**

1. For each scheduled activity, the individual designated on the application form as the responsible individual is responsible for the conduct of representatives, cast, and workers while in the Auditorium. Unattended children and unauthorized persons will not be permitted in the Auditorium during set-up and rehearsals.
2. Requests for use of a piano must be made to the appropriate representative in the Communications Division. The Communications Division will contract tuning and moving of the piano. Appropriate fees will be assessed.
3. Use of construction, paint, and costumes areas shall be under the direction of the Drama Instructor. Arrangements for use must be made with the Auditorium Manager, Visual & Performing Arts. Painting and cleaning shall be done only in areas designated for that purpose.
4. Box Office and/or Breezeway – Arrangements for use must be made with the Auditorium Manager, Visual & Performing Arts.
5. Greenroom (4-101) – Pre-arrangements for use of 4-101 must be made with the Auditorium Manager, Visual & Performing Arts.
6. Licensee or designee shall remove all scenery, special staging and other property and equipment brought into the Auditorium promptly following completion of the final performance. All trash and debris are to be placed in appropriate containers at completion of rehearsals and performances. Failure to comply with these rules may result in denial of future requests for facility.
7. Smoking, eating and drinking will not be permitted in the Auditorium, including backstage, stage, box office, storage areas, dressing rooms, projection booth, greenroom (4-101) at any time. It is the responsibility of the "responsible individual" to see that CF rules and regulations are observed.
8. Arrangements for use of College plants must be made through the Office of the Associate Vice President for Career & Technical Learning.
9. Maximum seating capacity is 426 persons. The fixed Auditorium seating is 375, and an additional 51 chairs may be placed in the pit. A four-foot aisle must be maintained in front of the fixed seating. No seating on stairs or in aisles is permitted.
10. Props, set pieces, costumes, etc., belonging to CF are not available unless special arrangements have been made. The Director of Visual & Performing Arts or designee will handle these requests and make arrangements with the drama or music personnel to rent or borrow the needed items.
11. The Auditorium booth is open only to persons authorized by the Director of Visual & Performing Arts. This area may be declared off-limits to cast, crew, audience and management in order to enable sound and light crews to operate free from distraction.

COLLEGE GROUPS AND/OR COLLEGE-SPONSORED GROUPS

12. The Fine Arts Auditorium can not be requested for more than two consecutive weeks for a specific activity.
13. Each year, all departments/areas will be requested to propose a schedule of events for the coming year.
14. A rehearsal or event must be canceled at least 24 hours prior to scheduled date/time. A typed form canceling the activity is required.

OUTSIDE ORGANIZATIONS

15. Use of the following areas is not included in the Basic Service Charge and prearrangements for use must be made with the Auditorium Manager, Visual & Performing Arts: Construction, Paint & Costume areas, Box Office, Dressing Rooms, and Breezeway.
16. The College does not rent the Fine Arts Auditorium to outside organizations for more than three (3) consecutive days unless approved by President or designee.
17. If a rehearsal or event is not canceled at least 24 hours prior to scheduled date/time, charges will be incurred as though the rehearsal or event took place.
18. The Director of Visual & Performing Arts or designee will provide supervision while the Auditorium is being used by outside groups.

WEBBER CENTER & KLEIN CENTER

1. The Webber and Klein Centers have no storage facilities. No items should be brought in earlier than the day of event.
2. Any Licensee using the kitchen facilities must clean the equipment and floor and remove all trash and food items following the close of the event.

APPLETON MUSEUM OF ART (AMA)

1. Costs other than museum rental fees – In addition to the rental fees to be paid to the College for use of the Museum's facilities, the Licensee is responsible for the payment of all costs incurred in connection with the event including, but not limited to, caterers, florists, and other vendors. Any such caterers, florists and other vendors will invoice the Licensee directly.
2. Artwork – The safety and security of the artwork is the primary consideration of the Museum. The Museum practices conservation and preservation of art objects in accordance to standard operating procedures of the American Alliance of Museums. **TOUCHING ARTWORK IS NOT ALLOWED.** Artwork may not be relocated or removed by the Licensee for any reason. Licensee and licensee guests will honor all requests and/or directives regarding safety and security of artwork.
3. Vendor contracts – The Licensee agrees to insure all vendors, including caterers, florists, musicians or any other vendor. The Licensee agrees to be legally and financially responsible for any costs or damages incurred to the Museum by any vendor.
4. Security regulations – The Licensee agrees to adhere to all rules and regulations regarding security and safety as determined by the Museum Public Safety personnel. Any breach of security or safety regulations by the Licensee or by any person invited onto the Museum's premises by the Licensee or the Licensee's organization can result in the cancellation of the event by the Museum at any

time prior to or during the event. If cancellation by the Museum occurs due to a security or safety breach by the Licensee, the Museum reserves the right to refuse refund of any payments made to the College by the Licensee.

5. Flowers – Plants in potted soil are not allowed. Cut flowers from a florist may be placed in the lobby, cafe and/or the courtyard only. The Events Coordinator will approve the placement of all flowers in writing three (3) days prior to the event. In addition, the florist must meet with the Events Coordinator no later than two weeks prior to the event to review the Museum's policies regarding the placement of floral arrangements.
6. Signing in/out – Caterers and all over vendors/suppliers must sign in and sign out at the Public Safety office. Access to the Public Safety office is from the employees' parking lot on the north (back) side of the Museum. Licensee must provide a list of people and materials/equipment coming into the building to security no later than one (1) day prior to the event.
7. Equipment – The Museum provides access to a limited amount of tables and chairs as part of the facility rental fee. The Licensee must rent any additional equipment required for the event. AV services can be provided with prior arrangements. The Museum is not responsible for any damaged or lost items, any fees or the return of any items rented by the Licensee. All equipment must be checked in and out through the Museum security office. Equipment will not be allowed into the Museum through the front lobby entrance without prior approval. All equipment will be removed at the end of the event unless other arrangements have been made and approved by the Events Coordinator.
8. Deliveries – As an accommodation, the Museum will accept deliveries that do not require assistance of the Museum staff in connection with the event during normal business hours (10:00 a.m. – 6:00 p.m.), no earlier than 24 hours prior to the event. Museum staff may be available to assist with deliveries between 10:00 a.m. – noon, and 1:00 p.m. – 4:00 p.m. Materials delivered to the Museum prior to the event or left at the Museum for pick-up subsequent to the event must be clearly marked and instructions regarding such delivery or pick-up must be arranged with the Events Coordinator. The Museum will not be responsible for any of the Licensee's items left at the Museum. All materials related to the Licensee's event must be removed from Museum property within 24 hours of completion of the event. The Appleton Museum of Art is not responsible for anything left unattended in the Museum.
9. Press – If photography, press or other media coverage of the event (whether prior to, during or after the event) is desired, the Licensee must seek prior approval from the Museum's Events Coordinator. It should be noted that copyright laws prohibit the publication of any photographs of selected objects at the Museum.
10. Photography – The Museum allows non-flash photography of works from the Museum's permanent collections. Contact the Events Coordinator for a photography permission form, which will be filed with the Public Safety office for the event. Large lights for videotaping must also be approved in advance by the Coordinator of Curatorial Affairs.
11. Museum store – The Museum's Appleton Store may be opened during the Licensee's event with the prior consent of the Gift Shop Manager. These arrangements should be discussed with the Museum's Events Coordinator no later than 14 days prior to the event.
12. Parking – Parking at the Appleton Museum of Art is limited to 99 spaces in front of the building and 35 spaces behind the building. Additional parking may be available, but Licensee is responsible for making those arrangements.

The undersigned agrees to indemnify, defend, and hold harmless the District Board of Trustees of the College of Central Florida, the College of Central Florida Foundation, the State of Florida, and their officers, agents and employees against any and all claims of any nature whatsoever, including, but not limited to, damages to College property and/or injury to employees, visitors, or students of the College, arising out of any of the operations of this license agreement.

Licensee's authorized signature below indicates agreement of Licensee to comply with all the terms and conditions of the policies and procedures associated with and incorporated in the CF License to Use Space and Facilities.

<p>Christopher Watt _____ Licensee (Print Name)</p> <p><i>Cheryl Crosby</i> _____ Authorized College Official (Print Name)</p>	<p>DocuSigned by: <i>Christopher Watt</i> _____ Licensee's Signature</p> <p><i>Cheryl Crosby</i> _____ College Official's Signature</p>	<p>2/26/2025 _____ Date</p> <p><i>2/26/25</i> _____ Date</p>
--	--	--

Approved as to form and legality:
 signed by:
William E. Sexton, Esq.

 William E. Sexton
 City Attorney



Corporate College

Letter of Agreement FY2425-012

January 29, 2025

This letter serves as an agreement between the College of Central Florida and City of Ocala for the following programs of instruction. A fully executed agreement must be in effect before these courses can begin. The terms and conditions of this agreement will expire within 30 days if a fully executed copy is not received by the College.

Table with 2 columns: Field (Program Title, Instructor, Dates/Times, Location, Participants, Cost) and Value (Custom Annual Leadership Conference, Mark Griffiths, Newleaf, Friday, May 2, 2025, 9:00am - 4:30pm, CF's Main Campus, Klein Center located at 3001 SW College Road, Approximately 155, \$18,927 Cost includes consultation; customization of material, preparation of content, and delivery of program; breakout logistics and transitions; instructional travel. Cost does not include participant booklets; these will be billed separately.)

The College of Central Florida is committed to providing the highest quality of instruction to its instructional participants. To ensure this quality, the College agrees to:

- Provide qualified facilitators to deliver a high quality and interactive program.
• Reproduce participant handouts that includes the daily activities and other logistics. Actual cost per booklet is dependent on length of booklet.
• Provide certificates of attendance to Andi Stokes to distribute to participants who successfully complete the course.
• Submit invoices to your organization on the following schedule:
o 50% deposit due 30 days from when this agreement is signed.
o Balance is due 30 days from date program begins.
o Please see cancellation and re-booking policy starting on page 2.

In return for our service, City of Ocala agrees to:

- Select and notify participants.
• Provide names and 8-digit birthdates of participants to CF.
• Coordinate training space and meals/refreshments directly with CFs Conference Services Department.
• Distribute certificates to completers.
• Pay to the College the amount billed within 30 days of invoice.

General Provisions of this Agreement

Entire Understanding This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations (if any) made by and between the parties.

Amendments The provisions of this agreement may only be amended, supplemented, waived, or changed in writing, making specific references to this agreement signed by both parties.

Enforcement All of the terms and provisions of this agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, heirs, estates, successors, and permitted assigns.

Notices All notices, requests, consents and other communications required or permitted under this agreement shall be in writing (including faxed communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, scanned/emailed or mailed by Registered or Certified Mail (postage pre-paid), Return Receipt Requested, addressed to:

College contact and address:
Dr. Jennifer Fryns, Associate Vice President
Career & Professional Programs
College of Central Florida
3001 SW College Road
Ocala, FL 34474

Business name and address:
City of Ocala
110 SE Watula Avenue
Ocala, FL 34471

or to such other addresses as any party may designate by notice complying with the terms of this section. Each such notice shall be deemed delivered:

- a) On the date delivered if by personal delivery,
- b) On the date faxed if by fax, and
- c) On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, as the case may be, if mailed.

Governing Laws This agreement and all transactions contemplated by this agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida without regard to principles of conflicts of laws.

Attorney's Fees If any legal action or other proceeding, including arbitration, is brought for the enforcement of this contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses even if not taxable as court costs, incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

Counterparts This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Survival of Covenant All covenants, agreements, representations and warranties herein or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this agreement and the consummation of the transactions contemplated hereby.

Severability Clause Provisions contained in this agreement, which are contrary to, prohibited by, or invalid under applicable laws or regulations shall be deemed omitted from this document and shall not invalidate the remaining provisions thereof.

Cancellation and re-booking policy:

1) Seminar Rebooking Policy (if the Client reschedules a Seminar):

- (I) Less than 15 days' notice – The Client agrees to pay 25% of the agreed fee if the cancellation of the original date(s) is made with less than 15 days to run before the event. This payment is not applied to the future contract.
- (II) 16-45 days' notice – The Client agrees to pay 10% of the agreed fee if the cancellation of the original

date(s) is made with more than 15 days (April 16, 2025) to run before the event but less than 45 days (March 18, 2025). This payment is not applied to the future contract.
(III) More than 45 days' notice – No charge.

2) Seminar Cancellation Policy (if the Client cancels a Seminar):

(I) Less than 15 days' notice – The Client agrees to pay 75% of the agreed fee if the cancellation is made with less than 15 days to run before the event. This payment is not applied to any future contract.

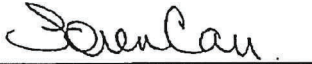
(II) 16-45 days' notice – The Client agrees to pay 50% of the agreed fee if the cancellation is made with more than 15 days (April 16, 2025) to run before the event but less than 45 days (March 18, 2025). This payment is not applied to any future contract.

(III) More than 45 days' notice – The Client agrees to pay 25% of the agreed fee if the cancellation is made with more than 45 days' notice. This payment is not applied to any future contract.

This agreement will be considered fully executed and become effective upon execution by the President of the College.

If these arrangements are satisfactory, please sign this agreement and return to my attention as soon as possible. Training cannot commence until this agreement is fully executed.

Respectfully,



Date: 1/29/25

Loren Carr
Director, Corporate College
College of Central Florida

For City of Ocala:

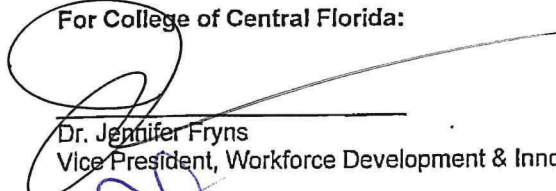
DocuSigned by:

Signature 88433...

Christopher Watt
Print Name

2/26/2025
Date

For College of Central Florida:



Date: 2/27/25

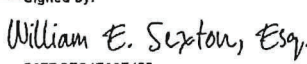
Dr. Jennifer Fryns
Vice President, Workforce Development & Innovation

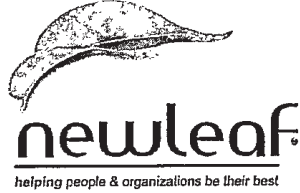


Date: 3/4/25

Dr. James Henningsen
President

Approved as to form and legality:

Signed by:

B07DCFC4E86E429...



City of Ocala: Emotional Intelligence (EQ) for Managers - May 2, 2025

Curriculum Summary

The World Economic Forum's 'Future of Jobs' Report states that self-awareness, empathy and emotional intelligence will be some of the most in demand job skills by 2027. It is therefore critical that leaders understand why developing these skills is critical to team and wider business success.

Simply put, managers with high emotional intelligence (EQ) combined with a high IQ tend to lead people better to achieve organizational results.

Incorporating an understanding of EQ into your team can increase team effectiveness, positively impact relationships both inside and outside of the workplace and have a positive impact on key deliverables.

More and more, organizations are discovering that emotional intelligence skills in managers are a vital component of their organization's success. Great managers know how to bring out the best of people — EQ is a vital part of that skill set.

Managers who possess high EQ approach supervisory responsibilities from a different perspective. They understand the importance of communicating effectively with team members and treating each employee with respect.

In this engaging and highly participative seminar, participants spend time understanding the key components of emotional intelligence, identify highly effective communication techniques, recognize why EQ is as important as IQ and discuss the attributes of emotionally intelligent managers.

Learning Objectives

By the end of the seminar, Participants will:

- Define Emotional Intelligence (EQ)
- Recognize why EQ is an essential component of any successful team
- Understand the importance of acknowledging preferences when enhancing EQ
- Complete a self-assessment survey to identify EQ strengths and potential areas of development
- Explore the 4 areas of the Emotional Intelligence Framework:
 - Self-Awareness
 - Self-Management
 - Social Awareness
 - Relationship Management
- Discuss the attributes of Emotionally Intelligent Managers
- Consider how to influence others through EQ and effective communication
- Create a personal Emotional Intelligence action plan

Curriculum Breakdown

Module #	Title	Description	Timing
1	Setting the Foundation	<ul style="list-style-type: none"> - Opening address by a representative of the City of Ocala - Facilitator introduction - The 'EQ Team Quiz' icebreaker activity: <ul style="list-style-type: none"> - 10 questions relating to EQ - Team with the highest score wins a prize - Emphasizes the 'Why' this training seminar is important - Participant Workbook, Session Objectives and Start - Stop - Continue methodology explained 	9.00am - 9.45am





Module #	Title	Description	Timing
2	Emotional Intelligence: An Overview	<ul style="list-style-type: none"> - Table discussion to answer: <ul style="list-style-type: none"> - What is EQ? - Why does having a high-level of EQ matter? - Do you think that you have EQ? Why or why not? - Facilitator to get feedback in whole group debrief - Whole group discussion on, "What is the difference between EQ and IQ and which is more important?" And "What are some common misconceptions regarding EQ?" 	9.45am - 10.00am

Module #	Title	Description	Timing
3	Understanding Self to Influence Others	<ul style="list-style-type: none"> - Facilitator emphasizes that at the very heart of EQ is our ability to 'Understand Self' and 'Others' - Definition of 'Preferences' shared and discussion on how identifying our own preferences and those of others can enhance EQ - Participants take part in an MBTI Self-Assessment activity (<i>not a full MBTI assessment that would incur additional costs</i>) <ul style="list-style-type: none"> - Each Participant identifies their own MBTI 'Type' - Time spent to reflect on the benefits and potential blindspots - MBTI Speed-dating activity: <ul style="list-style-type: none"> - Participants asked to stand up and share their MBTI Type with someone that they have not worked with today - Once complete, they repeat the activity with another colleague - If time repeat again - To complete the module, discussion to emphasize how understanding preferences can enhance EQ e.g., how can Extraverts work better with Introverts and what can those who have a preference for Thinking adapt to enhance relationships with those who prefer Feeling etc. 	10.00am - 10.45am

BREAK: 10.45AM - 11.00AM

Module #	Title	Description	Timing
4	The EQ Framework: An Overview	<ul style="list-style-type: none"> - Facilitator outlines the 4 areas of the EQ Framework: <ul style="list-style-type: none"> - Self-Awareness - Self-Management - Social Awareness - Relationship Management - Participants complete a self-assessment survey to identify EQ strengths and potential areas of development - Paired debrief, "Were the results what you expected?", "Which are your strongest areas of EQ?", "Which are the areas of EQ that you may need to develop further?", "Did any questions resonate?" - Whole group debrief on the self-assessment and outcomes - Facilitator explains that the remainder of the day will be a deeper dive in each of the 4 areas of EQ to provide tips, tools and techniques to enhance any areas of development that may have been identified 	11.00am - 11.30am



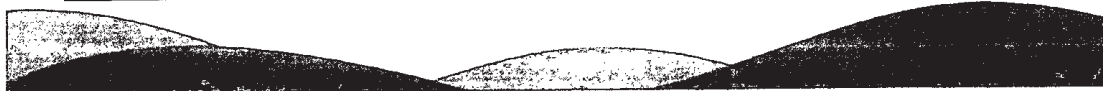


Module #	Title	Description	Timing
5	The EQ Framework: Self-Awareness	<ul style="list-style-type: none"> - Discussion to define, 'Self-Awareness' (link back to the self-assessment just completed) - Emphasize a key part of Self-Awareness is to recognize our own Triggers and Red Flags that can cause a negative response - Reference back to the MBTI activity: <ul style="list-style-type: none"> - As an 'Introvert' what can 'Extraverts' do that can be frustrating? - How can those who prefer 'Judging' react if there is no structure? - Paired discussion: <ul style="list-style-type: none"> - What other situations can be problematic e.g., those with a messy desk, people who do not listen, people who talk over you etc.? - How do you respond? - What could you do moving forward to react differently? - Participants review scenarios to identify how an individual can become more self-aware to improve relationships by responding differently - Whole group debrief - AM session review 	11.00am - 12.15pm

LUNCH: 12.15PM - 1.15PM

Module #	Title	Description	Timing
6	Progress Check	<ul style="list-style-type: none"> - Participants asked to review their Start - Stop - Continue personal commitments ("Vision without action is just hallucination") - Whole group stands up and shares their progress with a colleague - Repeat the process (same approach as MBTI speed-dating) 	1.15pm - 1.30pm

Module #	Title	Description	Timing
7	The EQ Framework: Self-Management	<ul style="list-style-type: none"> - Discussion to define, 'Self-Management' - Emphasize that Self-Management is an essential attribute when approaching Challenging Conversations (both when providing feedback and receiving feedback) - Paired discussion: <ul style="list-style-type: none"> - Why can delivering feedback be challenging? - Why can receiving feedback be hard? - What best practice can you share for both? - Strategies shared in how to plan and deliver feedback - Delivering feedback activity: <ul style="list-style-type: none"> - Reflection to consider a person that you need to give feedback to - Using the techniques shared plan how you would deliver it - Anonymously share with a partner and get feedback - Switch roles and repeat - Strategies shared in how to receive feedback and activity: <ul style="list-style-type: none"> - Consider a range of case studies to reflect on how you would react to receiving such feedback - Using strategies shared, how could you better receive the feedback - Whole group debrief 	1.30pm - 2.15pm

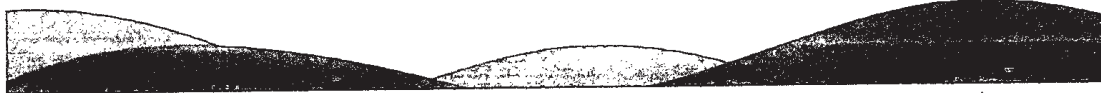


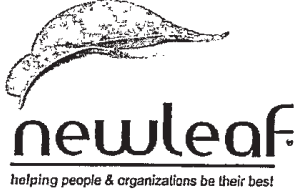


Module #	Title	Description	Timing
8	The EQ Framework: Social Awareness	<ul style="list-style-type: none"> - Discussion to define, 'Social Awareness' - P (Perceptions), B (Behavior), R (Results) model shared: <ul style="list-style-type: none"> - Key to Social Awareness is our ability to recognize our Perceptions and understand how they influence our Behaviors which in turn impact the Results we receive - Challenging our Perceptions can change our Behaviors that can significantly improve the Results we achieve (e.g., relationships) - This approach can be transformational when working with difficult customers/employees (internal and external) - Define categories of perceived, 'Difficult People' e.g. The Snoozer, The Grump, The Patient, The Aggressor, The Ego etc. and strategies to approach these individuals/situations - Role play activity where Participants read a scenario, role-play the characters and discuss how they would use the strategies shared to work with these 'Difficult People' and influence a positive outcome (we cannot change people, the very best we can do is influence them) - Whole group debrief 	2.15pm - 3.00pm

BREAK: 3.00pm - 3.15pm

Module #	Title	Description	Timing
9	The EQ Framework: Relationship Management	<ul style="list-style-type: none"> - Discussion to define, 'Relationship Management' - Define what is meant by 'Team Culture' and highlight the importance of promoting a positive culture with strong interpersonal relationships - "Talent Garden" activity – Cultivating Team Growth: <ul style="list-style-type: none"> - To help participants understand the importance of nurturing talent and enhancing relationships in teams and explore how they can contribute to the growth and development of their colleagues - Blank flip charts taped to walls around the room - Table groups stand next to a piece of flip chart - Teams asked to draw a picture of a tree with roots, a trunk, branches, and leaves - On sticky notes, Participants write down: <ul style="list-style-type: none"> - Roots: What qualities or behaviors are necessary to <i>nurture</i> talent and build relationships (e.g., trust, communication, empathy) - Trunk: What are the essential skills and practices that <i>sustain</i> talent within a team (e.g., feedback, recognition, mentoring) - Branches: How do you <i>support</i> talent as it grows (e.g., opportunities for growth, challenges, skill-building)? - Leaves: What are the <i>visible outcomes</i> of a nurtured team (e.g., innovation, collaboration, productivity)? - After everyone has written their thoughts, the group place them on the appropriate areas of the tree - When complete, Participants go on a garden walk to review the other flip charts to gain additional/alternative perspectives - Whole group debrief 	3.15pm - 4.00pm





Module #	Title	Description	Timing
10	Summary and Close	<ul style="list-style-type: none"> - Recap of Session Objectives - Personal reflection to finalize Start - Stop - Continue personal commitments - Share commitments with a table partner - Closing address by a representative of the City of Ocala 	4.00pm - 4.30pm

Newleaf Training and Development

Newleaf Training and Development deliver seminars, keynotes, coaching and online training services (including *Webinar Design/Delivery and eLearning Instructional Design*) and provide consultation services to help people and organizations; better manage themselves, lead others and build business financial intelligence. Based in Orlando, FL and with offices in Los Angeles, Newleaf have served over 320 clients in 31 states, China, India and Western Europe. A full Client listing can be accessed on newleaftd.com



Mark Griffiths, is a Client Partner with Newleaf Training and Development and is proposed as the Facilitator, to coordinate and deliver this work for the City of Ocala.

Mark has extensive coaching, facilitation and curriculum design experience working in both the private and public sector; including leadership roles working for Randstad, a global staffing company.

Mark is a certified Myers-Briggs Type Indicator (MBTI) Practitioner.

Proposal Contact: mark.griffiths@newleaftd.com or (407) 430 3194.



consulting



seminars



e-learning



coaching



keynotes

Newleaf Training and Development | East Coast Office, 3251 Progress Drive, Ste. 104, Orlando, FL 32826

407.710.7199 | hello@newleaftd.com | newleaftd.com

Certificate Of Completion

Envelope Id: AB521151-49E4-45EC-9CCD-AD0C4B924AF5
 Subject: SIGNATURE - 2025 Leadership Conference - CF (HUM/250392)
 Source Envelope:
 Document Pages: 15
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Patricia Lewis
 110 SE Watula Avenue
 City Hall, Third Floor
 Ocala, FL 34471
 plewis@ocalafl.org
 IP Address: 216.255.240.104


Record Tracking

Status: Original 2/26/2025 7:46:44 AM	Holder: Patricia Lewis plewis@ocalafl.org	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Ocala - Procurement & Contracting	Location: Docusign

Signer Events

William E. Sexton, Esq.
 wsexton@ocalafl.org
 City Attorney
 City of Ocala
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 B07D9CFC4E88E429...
 Signature Adoption: Pre-selected Style
 Using IP Address: 216.255.240.104

Timestamp

Sent: 2/26/2025 7:49:19 AM
 Viewed: 2/26/2025 8:40:22 AM
 Signed: 2/26/2025 8:41:14 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Christopher Watt
 cwatt@ocalafl.org
 Chief of Staff
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 8C80B9F07388433...
 Signature Adoption: Pre-selected Style
 Using IP Address: 216.255.240.104

Sent: 2/26/2025 8:41:15 AM
 Viewed: 2/26/2025 8:48:29 AM
 Signed: 2/26/2025 8:50:37 AM

Electronic Record and Signature Disclosure:

Accepted: 2/26/2025 8:48:29 AM
 ID: 10b0d906-579c-4cd5-8f60-72d95ffc6038

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

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/26/2025 7:49:20 AM
Envelope Updated	Security Checked	2/26/2025 8:38:46 AM
Envelope Updated	Security Checked	2/26/2025 8:38:46 AM
Envelope Updated	Security Checked	2/26/2025 8:38:46 AM
Certified Delivered	Security Checked	2/26/2025 8:48:29 AM
Signing Complete	Security Checked	2/26/2025 8:50:37 AM
Completed	Security Checked	2/26/2025 8:50:37 AM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

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 City of Ocala - Procurement & Contracting:

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: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting 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 contracts@ocalafl.org 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 City of Ocala - Procurement & Contracting

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 contracts@ocalafl.org 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 City of Ocala - Procurement & Contracting

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 contracts@ocalafl.org 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..

Required hardware and software

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.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- 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 City of Ocala - Procurement & Contracting 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 City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.