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STATE OF FLORIDA



TIMOTHY DEVLIN, DIRECTOR  
DIVISION OF ECONOMIC REGULATION  
(850) 413-6900

Public Service Commission

August 16, 2007

RECEIVED-FPSC  
07 AUG 20 AM 9:58  
COMMISSION  
CLERK

Ms. Lisa Kolesar  
Lakeland Public Library  
100 Lake Morton Drive  
Lakeland, FL 33801

**Re: Docket No. 070466-WS - Application for limited proceeding rate increase in Polk County by West Lakeland Wastewater, Inc.**

Dear Ms. Kolesar:

This letter is to follow-up your phone conversation with Jay Revell and confirm our reservation of the meeting room at the Lakeland Public Library for Monday, November 5, 2007, from 2:00 pm until 9:00 pm. We are planning to hold afternoon meetings from 2:00 pm to 5:00 pm, followed-up by a general customer meeting beginning at 5:30 pm. We will finish the general customer meeting before 9:00 pm depending on the number of attendees and the number of comments received.

I understand that the meeting room seats approximately 60-70 people and an audio system will be available for our use. I have enclosed the completed request form, meeting room policy, and a copy of the Commission's insurance policy. If you have any questions, please contact Jay Revell at (850) 413-6425.

Sincerely,

A handwritten signature in black ink, appearing to read "Troy Rendell".

Troy Rendell  
Public Utilities Supervisor

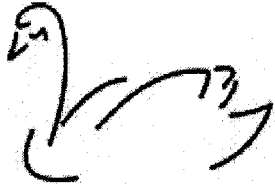
TR/jr  
Enclosures

cc: Division of Economic Regulation (Revell, Bulecza-Banks)  
Office of General Counsel Services (Jaegar)  
Office of Commission Clerk

DOCUMENT NUMBER-DATE

07266 AUG 20 07

FPSC-COMMISSION CLERK

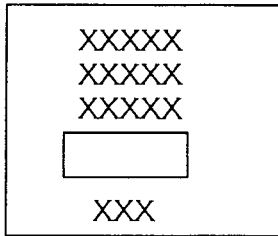


LAKELAND PUBLIC LIBRARY  
 100 LAKE MORTON DRIVE  
 LAKELAND, FLORIDA 33801  
 PH: 863-834-4278 = LISA KOLESAR  
 FAX: 863-834-4293

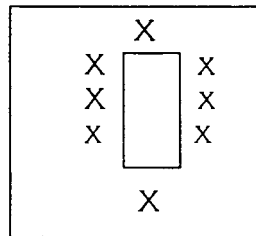
**REQUEST TO USE MEETING ROOM**

DATE ROOM NEEDED 11/5/07 HOURS ROOM NEEDED: FROM 2pm TO 9pm  
 TIME OF MEETING: 5pm-830pm  
 NAME, ADDRESS, AND TELEPHONE NUMBER OF GROUP: FLORIDA PUBLIC SERVICE COMMISSION, 2540 SHUMARD CIRCLE BLVD, TALLAHASSEE, FL  
 NAMES AND TELEPHONE NUMBER OF REPRESENTATIVE WHO WILL BE IN ATTENDANCE: TROY RENDELL, 43-6934  
 EXPECTED ATTENDANCE: 50 NUMBER OF TABLES: 2 NUMBER OF CHAIRS: 52

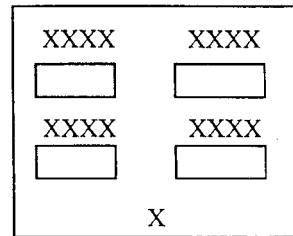
**ROOM ARRANGEMENT**



X THEATRE



BOARD



CLASSROOM

WILL YOUR GROUP NEED KITCHEN ACCESS? Yes \_\_\_ No X

THE FOLLOWING EQUIPMENT IS AVAILABLE AT **NO COST** TO THE USER:  
 DRY ERASE BOARD \_\_\_ MICROPHONE 2 PROJECTION SCREEN 1 PODIUM 1  
 COFFEE URN (GROUP MUST PROVIDE COFFEE AND SUPPLIES. ALLOW 1/2 HOUR TO BREW) \_\_\_

THE FOLLOWING EQUIPMENT IS AVAILABLE FOR A **RENTAL FEE**:  
 VIDEO PROJECTOR/VCR (\$37) \_\_\_ 16 MM FILM PROJECTOR (\$11) \_\_\_  
 OVERHEAD PROJECTOR (\$16) \_\_\_

I UNDERSTAND THAT THIS BOOKING REQUEST WILL NOT BE CONFIRMED UNTIL THIS FORM, RULES FOR ROOM USE, AND AV EQUIPMENT RENTAL FORM (IF APPLICABLE) HAVE BEEN COMPLETED AND EQUIPMENT RENTAL FEES PAID OR ARRANGED TO BE PAID (IF APPLICABLE).

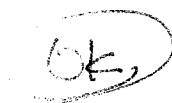
I HAVE REVIEWED THE RULES AND REGULATIONS GOVERNING THE USE OF THE MEETING ROOM. AS THE REPRESENTATIVE OF MY GROUP, I AGREE THAT WE WILL ABIDE BY THEM. I UNDERSTAND THAT ANY ABUSE OF THE PRIVILEGE OF USING THIS FACILITY MAY RESULT IN DENIAL OF FUTURE USE OF IT BY MYSELF AND/OR THE GROUP I REPRESENT.

\*IF FOR ANY REASON I NEED TO CANCEL THE USE OF THE MEETING ROOM, I WILL GIVE 48 HOURS NOTICE.

SIGNED Troy Rendell DATE 8/17/07

**Lakeland Public Library**  
Lakeland, Florida  
Use of the Meeting Rooms Policy

1. Applications may be made in person or by telephone. Telephone requests to use the Main Library's Meeting Room should be directed to 863-834-4278. To use the Branch Library's Meeting Room telephone 863-834-4288.
2. may have only three (3) confirmed bookings on the calendar at any given time. Applications will be considered for use of the rooms as long as such use does not restrict the freedom of the Library in planning and scheduling its own activities.
3. Meetings and programs must be open to the public and must be held under the auspices of a responsible organization that assumes complete responsibility for the character of its meeting or program.
4. The Meeting Rooms are not available for commercial endeavors and meetings intended to advertise a product or commercial service.
5. No attendance fees may be charged; no collection taken; and no sales may be made.
6. Meetings and programs offered by community groups using the Meeting Rooms shall be held during regular library hours and shall be over in sufficient time to vacate the buildings by the Library's closing hours.
7. No physical changes may be made in the rooms except for the rearrangement of chairs and tables already in place for the meeting/program. Equipment, including the room's piano and items on display, is not to be disturbed. Activities involving more than normal wear of the Library's facilities and equipment will not be permitted. Users will be held responsible for all damages to the rooms and the equipment in the rooms, including the kitchens.
8. The Meeting Rooms' kitchens may be made available, and light refreshments may be served when permission is requested and approved at the time the request to use the rooms is submitted. Groups using the kitchens are responsible for cleaning the kitchens after use.
9. Groups of children and young people must be supervised at all times by a sufficient number of responsible adults provided by the sponsors of the activity.
10. The Library reserves the right to have a member of its staff or the City of Lakeland's staff present at any scheduled event.
11. A group using the Meeting Rooms that fail to abide by these requirements may be prohibited from future use of the rooms.





CHIEF FINANCIAL OFFICER  
STATE OF FLORIDA

ALEX SINK  
STATE RISK MANAGEMENT TRUST FUND

## CERTIFICATE OF COVERAGE

Policy Number: GL-07--2700 GENERAL LIABILITY

Name Insured: PUBLIC SERVICE COMMISSION

General Liability Coverage provided pursuant to Chapter 284, Part II, Section 768.28, Florida Statutes, and any rules promulgated thereunder.

Coverage Limits:

General Liability: \$100,000.00 each person  
\$200,000.00 each occurrence

Inception Date: 7/1/07

Expiration Date: 7/1/08

*Alex Sink*

Chief Financial Officer

DI4-863  
(REV. 3/01)