



## Information and General Services Department

### **Facilities Management**

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*Information Systems  
Geographic Information Systems  
Facilities Management*

*Emergency Services  
Central Services  
Cable Television*

*Purchasing  
Airport  
Library*

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## **NEVADA COUNTY BOARD OF SUPERVISORS**

### **Board Agenda Memo**

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**MEETING DATE:** March 12, 2019

**TO:** Board of Supervisors

**FROM:** **Steve Monaghan – IGS-Facilities Management**

**SUBJECT:** Resolution approving a Room Usage Policy and Fee schedule for after-hours use of the Eric Rood Administrative Center Board of Supervisors Chamber, Empire, and Providence Rooms.

**RECOMMENDATION:** Adopt the Resolution.

**FUNDING:** Revenue will be received into the Facilities Management budget.

**BACKGROUND:** It is the policy of the Board of Supervisors that several conference and meeting rooms in the Eric Rood Administrative Building are available after normal County business hours to authorized groups and individuals for the purposes of conducting non-political public business. After-hour sessions will require security services and extra staff resources. The use of County installed technology in these rooms by non-county staff requires a County Information Services staff person to be present to operate it. The County desires to recover these costs and implement a policy and fee schedule that applies to the use of the main Board of Supervisor Chambers, the Empire Room and Providence A and B conference rooms only.

**Item Initiated by:** Justin Drinkwater

**Approved by:** Steve Monaghan