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Title:	Board of Supervisors Chamber, Empire, & Providence Rooms Usage Policy and Fee Schedule		

POLICY

1.0 PURPOSE

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 public business.

2.0 SCOPE

This policy applies to the use of the main Board of Supervisor Chambers, the Empire Room and Providence A/B conference rooms only. All other public County facilities such as the veteran buildings, library rooms, etc. are handled outside of this policy by their responsible county department. Other County facility conference rooms do not generally have any non-county use and as such are not covered by this policy.

3.0 DEFINITIONS

Public Business – When the meeting does not have a political, commercial, for-profit, or soliciting activity. When the meeting’s sponsor, subject matter, and structure is in full alignment and support of the Board of Supervisors’ annually published Vision, Mission, and Value Statements.

4.0 REFERENCE (Governing Laws and Regulations)

This policy recognizes the authority and responsibility of Board of Supervisors to set County policy for County facility usage. California Government Code 3207 restricts political activities on County premises.

5.0 POLICY

1. County Rooms Covered

A. Board of Supervisors Chambers

For use by the Board of Supervisors, County staff, appointed commissions, boards and committees, other state and federal government entities, and other authorized groups and individuals for the purposes of conducting public business. Reservations are made with the Information and General Services Department.

B. Empire and Providence A and B Conference Rooms

For use by County departments, appointed commissions, boards and committees, and other authorized groups and individuals for the purposes of conducting public business. Reservations are made with Information and General Services Department and/or with the specific County department assigned to manage the room.

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2. Conditions of Use

Users of conference or meeting rooms will be subject to the conditions of use as from time to time established by the Information and General Services Department.

Conditions of use shall include, but not be limited to, providing appropriate liability insurance (for non-government entities), leaving the room in a clean and orderly condition, furniture returned to its original location (unless prior arrangements have been made), returning all borrowed equipment, and placing trash in trash receptacles provided.

During regular County business hours, these rooms are restricted to official County business use or County sponsored/facilitated sessions where County staff are in full attendance.

Meetings or events taking place after normal business will require after-hours security services. For County sponsored events, County Departments must have staff in full attendance and specifically assigned to provide this function. Any other group reserving a room will be required to pay for those services. Rates are pre-negotiated with the County's security provider and are available from the Information and General Services Department. There is a four-hour minimum charge. Afterhours sessions are available Monday through Friday, excluding County holidays, and will not begin before 5:00PM and will not last later than 11:00PM. Weekend usage is subject to an additional charge as additional staff resources are needed to facilitate opening and closing of the building.

Any event or occurrence requiring the dispatching of an on-call building maintenance or IT maintenance person to come on site (i.e., alarm trip, maintenance issue, etc.) after hours will result in a two-hour minimum charge at the hourly rate for Buildings & Grounds and IT staffs. 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 at their published hourly rates with a two-hour minimum. The Information and General Services Department can provide the current hourly rate as they publish in their annual budget memo.

After hours meetings by groups other than County Commissions or County staff initiated and facilitated activities are subject to a room charge to cover the cost of heating/cooling and related services. The current rate can be obtained from the Information and General Services Department.

Any meetings requiring extensive follow-up cleaning will be billed for custodial services. The rate billed will be the published rate at the time of service.

No alcohol is permitted in conference or meeting rooms.

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6.0 NON-COMPLIANCE

Groups who do not comply with the conditions of use as described above, do not pay their fees, conduct any illegal activity, or the meeting was not conducting Public Business as defined above may lose the right to use any County facility in the future for an indefinite period.

7.0 REVISION HISTORY

Date	Rev. #	Description of Change	Author
Click or tap to enter a date.	1.0	Initial creation.	