

Conference Room Facilities use Guidelines for the El Dorado County Bethell – Delfino Agriculture Building

The use of the conference room is limited to activities approved by the University of California Cooperative Extension (UCCE) and the Agriculture Department and can only be used for the pursuit of official business. Parties, social gatherings, fund raising, religious and private business activities including public informational seminars conducted by private companies, are excluded from the use of County facilities except as specifically approved by the Board of Supervisors per El Dorado County Resolution no. 70-95. Maximum capacity of the room is 49 people.

The form must be filled out and submitted online at <https://ucanr.edu/county/ucce-central-sierra/central-sierra-about-us>. Please make sure you read and fill out the form completely. Once the reservation is accepted and approved, an e-mail will be sent to you confirming your room reservation. Reservations are on a first-come, first-serve basis with the UCCE and Agriculture Departments having priority over outside group use. You may check the availability of the room and your reservation at our website.

Conference Room Policy: *Please read. By clicking yes on the survey you are agreeing to follow this policy.*

1. The conference room may be booked for the current year only.
2. If the conference room is reserved only and not the kitchen, **then the bi-fold doors must be closed prior to the start of the meeting.** The kitchen is used by staff throughout the day, so please allow staff to enter the kitchen as needed. If the kitchen is also reserved, the use of kitchen utensils, equipment and/or appliances is restricted at all times.
3. The person requesting the use of the room(s) is responsible for damage to the facility and furnishings. After the meeting, it is the responsibility of that person to return the room to its specified set-up according to the Conference Room Setup Diagram linked to the Online Reservation form, also posted on the wall between the kitchen and closet. Leave the room as clean as it was received. *Report any problems to 530-621-5528. After hours for non-emergency facility maintenance problems call 530-621-6600.*
4. Children must be adequately supervised by responsible adults at all times.
5. Adequate time must be booked to include set-up and clean-up.
6. **Important!** The meeting should cause no disruption to the normal working operations of the UCCE and Agriculture Department (Monday – Friday 8:00am – 5:00pm). Please close conference room doors if appropriate and keep noise level to a minimal.
7. If at anytime your meeting reservations change and you won't be using our facilities please contact 621-5528 or email robmartin@ucanr.edu.
8. If a large group is attending, please advise attendees to park in the Library parking lot.
9. There is no smoking or alcohol consumption in any County facility.
10. **This building is a fragrance free office.** We have several employees that are very sensitive to smells. Please advise your attendees and/or members – they may be asked to leave the building if this policy isn't followed.
11. County policy prohibits animals from being on the premises, so please leave animals at home.
12. Pursuant to El Dorado County Board of Supervisors Policy A-10, adopted 12/17/2019, only certain meeting and conference rooms may be utilized by non-government organizations/groups. The closest meeting room available for non-government groups in Placerville is the Placerville Main Library, 345 Fair Ln., Placerville. Use outside of regular business hours is not allowed. Parties, social gatherings, fund raising, religious & private business activities are excluded from the use of County facilities except as specifically approved by the Board of Supervisors. There is no charge for the Planning Commission hearing room pursuant to this resolution. Failure to leave the meeting room in good order may result in a cleaning charge.

Failure to observe policies governing the use of the rooms may result in future use privileges being revoked or denied.



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: MEETING ROOM	Policy Number: A-10	Page Number: 1 of 3
	Date Adopted: 12/17/2019	Effective Date: 12/17/2019

I. PURPOSE

The purpose of this policy is to identify the conditions under which County meeting rooms may be used for meetings, who may use those rooms and when they may be used.

II. POLICY

The primary use of County meeting rooms is for the conduct of County government business during regular hours. Use of meeting rooms for County business takes priority over all other meeting room uses. County reserves the right to cancel meeting room reservations at any time in the event the space is needed for County business and no other appropriate space is available. Use of meeting rooms may not disrupt or interfere with County business or activities.

County meeting rooms may be used for County business and governmental activities or purposes by County Government and Non-County Government Organizations/Groups:

1. County Government. County government, for purposes of this policy, includes:
 - A) The Board of Supervisors, County departments and agencies, and County boards, commissions and committees. Governmental bodies that contain one or more members of the Board of Supervisors, who are officially representing the County, shall be considered to be using the meeting rooms for County business.
 - B) Groups and agencies formed and/or authorized by County departments for the purpose of directly supporting or furthering the provision of County-provided or County-operated services or programs.
 - C) Registered or recognized County employee organizations

2. Non-County Government
County meeting rooms may be used as available by agencies and officers of federal, state or other local governments for government functions.

3. Non-Government Organizations/Groups
(May only use the meeting rooms in locations listed in Section III.B. All other county meeting rooms are for government use only)

Use of County meeting rooms for non-governmental activities or purposes outside County regular business hours is not allowed. Groups may use the meeting rooms, contingent upon availability and only when such use does not interfere with County's use, business or operations, for programs or activities of civic, cultural, educational, or community interest on equal terms, regardless of their affiliations under the following conditions:



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A) Use of the meeting room must be for a non-commercial purpose, open to the public for which no admission fee is charged and during which no soliciting, fundraising, or selling is done, unless such funds are used to directly support a County-provided or County-operated program or service (e.g. Friends of the Library may use meeting rooms in libraries for fundraising activities that benefit the Library, including book sales.) County may ask for verification that an organization is non-commercial.

B) Use of the County's property is only for lawful purposes and in compliance with all applicable laws, regulations, or ordinances. Attendance will be limited to fire code regulations at each location.

Prohibited Uses:

- Political activities, rallies or campaigns advocating or opposing specific ballot issues or candidates
- Commercial use, including business meetings, informational events related to commercial business activities intended to attract future customers, and private tutoring.
- Activities likely to disturb or interfere with regular County functions
- Any unlawful purpose

C) A Meeting Room Application and Agreement is required. The Meeting Room Application and Agreement will be reviewed by the department for compliance with this policy before reserving the room. Meeting Room Rules will be developed by the Department with responsibility for scheduling.

D) The meeting room applicant must be age 18 or older and must be present the entire time the organization is using the meeting room and responsible for supervision of the organization, including children.

E) Publicity for a meeting to be held in a meeting room must clearly identify the sponsoring group. Groups must not imply endorsement of the County. Groups must provide contact information and may not use the County Department contact information in their publicity. No group may use the name of El Dorado County in their publicity, except as part of the address, unless the County agrees in writing to co-sponsor the event/meeting. Unless the County is a co-sponsor, publicity for events must contain this statement: "El Dorado County is not a sponsor, nor does it endorse any practices or points of views of the sponsors of this program."

F) County reserves the right to cancel meeting room reservations at any time if the meeting room is needed for County business and no other space is available.



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III. LOCATIONS:

A. County and Non-County Government Meeting Room Use:

All County facilities with these exceptions:

- Parks Division facilities which have separate reservation, deposit and fee requirements
- Veteran's Memorial Building which is governed by state/local agreements and regulations

B. Non-Government Organizations/Groups Meeting Room Use During County Regular Business Hours:

- Cameron Park Library – 2500 Country Club Drive, Cameron Park
- El Dorado Hills Library – 7455 Silva Valley Parkway, El Dorado Hills
- Placerville Main Library – 345 Fair Lane, Placerville
- South Lake Tahoe Library – 1000 Rufus Allen Boulevard, South Lake Tahoe

IV. REFERENCES

Resolution 83-95

V. RESPONSIBLE DEPARTMENT

Library Department and other Department Heads

VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	12/17/2019	Sunset Review Date:	N/A
Revision Date:	N/A	Sunset Review Date:	12/17/2022