

~~RESOLUTION NO. 83-95
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO COUNTY~~

Formatted: Left: 0.6", Right: 0.6"

~~WHEREAS, various community groups approach the County from time to time to utilize available meeting and conference rooms; and~~

~~WHEREAS, it is in the best interests of the community to maximize the utilization of such facilities; and~~

~~WHEREAS, The County desires to make a public record of its policy and procedures governing the use of meeting and conference rooms;~~

~~NOW, THEREFORE IT BE RESOLVED that the El Dorado County Board of Supervisors hereby establishes the policy that:
MEETING ROOM POLICY - DRAFT~~

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

County meeting and conference rooms may be utilized by the following groups and/or individuals:

County Government

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.

Formatted: Underline

~~A. County department heads or their representatives.~~

~~B. County commissions, committees or advisory boards fully constituted or otherwise officially sanctioned by the Board of Supervisors.~~

County meeting rooms may be used 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.

Formatted: Font: Not Italic

~~C. El Dorado County Central Committees and/or subcommittees.~~

~~D. Other governmental agencies as authorize d by the Chief Administrative Officer or Board of Supervisors.~~

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.

E. Private corporations that are under contract with the County to provide a service to the public.

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.

Formatted: No underline

Formatted: Underline

F. 1. Recognized community based organizations (including but not limited to the 4H Club, Big Brothers and Sisters, Chambers of Commerce) may use the Library Meeting Rooms or the Community Services Meeting Rooms for meetings associated with public purposes. The reasonable charge for such organizations shall be \$20.00 for up to 2 hours and \$5.00 for every hour thereafter at the Main Library and Cameron Park Branch Library. At the South Lake Tahoe Branch Library the charge shall be \$10.00 per hour. Failure to leave the meeting room in good order may result in a cleaning charge. Such fees shall be paid in advance to the Director of Library Services or Community Services Director. There is no charge for the use of the rest of the County meeting rooms pursuant to this resolution.

3. Non-Government Public Organizations/Groups

(May only 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 on 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:

Formatted: No underline

Formatted: Underline

Formatted: Font: Bold

2. The following additional fees shall also apply:

a. Kiln Usage: \$7.00 per firing of the large kiln and \$5.00 per firing of either of the small kilns.

b. Lapidary Usage: \$2.00 per hour per group or class utilizing lapidary machines.

3. All revenues raised through the foregoing fees shall be credited to the appropriate department. In each of the above instances meetings shall be allowed only in pursuit of official business. Parties, social gathering, fund raising and religious & private business activities are excluded from the use of County facilities except as specifically approved by the Director of Library Services or Branch Manager, with right of appeal to the Board of Supervisors.

The groups and individuals listed in items A through E above may use County meeting rooms and facilities free of charge. Pursuant to County policy and ordinance, no smoking is permitted in any meeting or gathering within any County facility or meeting room.

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.

Formatted: Not Highlight

Formatted: Not Highlight

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

Formatted: Not Highlight
Formatted: Not Highlight

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."

Formatted: Not Highlight
Formatted: Not Highlight
Formatted: Not Highlight
Formatted: Not Highlight
Formatted: Not Highlight
Formatted: Not Highlight
Formatted: Not Highlight
Formatted: Not Highlight
Formatted: Justified

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.

The Health Department at South Lake Tahoe shall administer the policy in the Administration Building at the Lake. The Chief Administrative Officer shall administer the policy in Administration Buildings A and B in Placerville while the department heads shall administer the policy in their respective facilities other than mentioned above.

SPECIFIC LIBRARY RULES AND PROCEDURES:

- a. Meetings may be booked only six months in advance and the group or organization requesting access must not exceed the room capacity.
- B. Children's groups must be adequately sponsored and chaperoned by adults.
- C. Reservations must be made on a first-come, first-served basis with the condition that County Library needs will always have primary priority over outside group use, regardless of prior scheduling or requested scheduling of outside group use.
- D. Fees for use of the facility will be paid in advance and a county receipt issued upon receipt of said payment. Twenty-four hours notice must be given to receive a refund for a canceled meeting. Exceptions to this may only be made by the Director of Library Services or the Branch Manager.

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

Formatted: Not Highlight

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

Formatted: Not Highlight

Placerville Main Library – 345 Fair Lane, Placerville

South Lake Tahoe Library – 1000 Rufus Allen Boulevard, South Lake Tahoe

IV. REFERENCES

Resolution 83-95

V. DATES ISSUED AND REVISED; SUNSET DATES:

<u>Issue Date:</u>	<u>XX/XX/XXXX</u>	<u>Sunset Review Date:</u>	<u>XX/XX/XXXX</u>
--------------------	-------------------	----------------------------	-------------------