



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: MEETING ROOM - DRAFT	Policy Number: X-X	Page Number: 1 of 3
	Date Adopted: XX/XX/XXXX	Effective Date: XX/XX/XXXX

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:	XX/XX/XXXX	Sunset Review Date:	XX/XX/XXXX
Revision Date:	XX/XX/XXXX	Sunset Review Date:	XX/XX/XXXX