



## RESOLUTION NO. 83-95

### OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

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, BE IT RESOLVED that the El Dorado County Board of Supervisors hereby establishes the policy that:

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

- 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.
- C. El Dorado County Central Committees and/or subcommittees.
- D. Other governmental agencies as authorized by the Chief Administrative Officer or Board of Supervisors.
- E. Private corporations that are under contract with the County to provide a service to the public.
- 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

Resolution No. 83-95

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.

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 gatherings, 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.

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 the Administration Buildings A and B in Placerville while the department heads shall administer the policy in their respective facilities other than mentioned above.

Resolution No. 83-95

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.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the 4TH day of APRIL, 1995, by the following vote of said Board:

Ayes: SUPERVISORS William S. Bradley, Raymond J. Nutting, J. Mark Nielsen, Walter L. Shultz, John E. Upton

ATTEST

DIXIE L. FOOTE

Clerk of the Board of Supervisors

By

*Margaret B. Moody*  
Deputy Clerk

Noes: none  
Absent: none

*Frank Krueger*  
Chairman, Board of Supervisors

I CERTIFY THAT:

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE \_\_\_\_\_

ATTEST: DIXIE L. FOOTE, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By \_\_\_\_\_

Deputy Clerk