

USE OF OFFICE OF EDUCATION FACILITIES**Section 1: Community/Civic Center Use of Facilities****A. Use of Facilities**

Subject to district policies and regulations, Office of Education facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes:

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any other territories.

10. Other purposes deemed appropriate by the Board of Education.

B. Restrictions

Facilities may not be used for:

1. Activities promulgating any theory or doctrine subversive to the laws of the United States, or any political subdivision thereof, advocating governmental change by violence
2. Commission of any crime or any act prohibited by law
3. Any activity that may violate the canons of good morals, manners or taste
4. Any activity that may be injurious to the buildings, grounds or equipment
5. Any purpose in conflict with school activities
6. Any activities which are considered by law to be discriminatory
7. Commercial advertising or fund-raising campaigns, except as permitted by the policies or action of the Board of Education
8. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco.

C. Procedure

The conditions governing public use of the Office of Education facilities are stated below.

1. Priority for reservations
 - a. The activities of the Office of Education shall be given first priority for use of facilities. Office of Education staff may reserve facilities up to one year in advance.
 - b. School districts, the California Department of Education and organizations conducting activities on behalf of, or in partnership with, the Office of Education may reserve facilities up to six months in advance on a first-come, first-served basis.
 - c. All other users may reserve facilities 3 months in advance on a first-come, first served basis.
2. Requests for use of facilities by outside groups should normally be made at least 10 days prior to the date on which the facilities/grounds are to be used.
3. Requests for use of the facilities or grounds are to be made on the application form prescribed and included with this regulation. Requests for use of central office facilities shall be made to the Office of Education

Receptionist for tentative scheduling. The Receptionist will provide an application, which when completed, will be forwarded to the Superintendent/designee for approval in accordance with policies and regulations of the Board of Education. For use of all other facilities, initial requests and completed applications shall be submitted to the appropriate site administrator for tentative scheduling. The application will be submitted to the Superintendent/designee for approval.

4. Applicants desiring to use facilities or grounds will be given approval for their applications when their use does not interfere with the regular conduct of business of the Office of Education.
5. All approved applications shall be issued for specific hours. Facilities will not be made available before 7:00 a.m. nor later than 10:00 p.m. except for use by Humboldt County elections officials when the facility will be used as a polling site.
6. Users are responsible for notifying the Office of Education at least 24 hours in advance if they wish to cancel use of the reserved facility/grounds. Fees may not be refunded if 24-hour advance notification is not given.
7. Reservations may be revoked without notice upon unexpected conflict with an internal need for use of the facility or if an emergency situation arises.
8. The groups using the facilities will be responsible for any and all damages to property which may be incurred as a proximate result of any activity being conducted in buildings or on the grounds, normal wear and tear excepted. The sponsoring person/organization will be billed for the amount necessary to repair any damages resulting from the use.
9. All groups using the facilities will be responsible for leaving them in the same degree of cleanliness as found upon arrival at the facility. Users are responsible for clean-up upon the group or organization's departure. If Office of Education staff are called for assistance, or if the facility is found uncleaned, the user will be charged a custodial fee as indicated on the Facility Use Fee Schedule.
10. Furniture normally assigned to rooms for general use will be available for use when the room is used for public purposes. Users wishing to change the standard arrangement of furniture, or to add furniture and equipment, must receive approval in advance. Furnishings must be returned to their original arrangement upon the group's/organization's

departure.

11. Audio-visual and electronic equipment has limited public use availability. Advance permission is required and may be denied if no qualified Office of Education staff member is available to provide access and oversee its use. Equipment will be provided in working order, but the Office of Education will not be held responsible for unforeseen equipment malfunction.
12. The designated representative of the organization or group, when administering the policies and regulations governing the use of the facilities/equipment, shall exercise every precaution to see that the organization, club or group using the facilities is qualified under, and adheres to, the conditions listed in the Office of Education policies, the Education Code and any other applicable laws.
13. Any person applying for the use of the facilities on behalf of any society, group or organization must present written authorization from such applicant group to make the application.
14. Applicants who are not members of the North Coast Schools Insurance Group must provide proof of bodily injury and property liability insurance with limits of \$1,000,000 per occurrence naming the Humboldt County Office of Education as insured.
15. Failure to abide by all applicable Office of Education policies and regulations may result in denial of future use by the requesting organization and/or responsible party.

D. Conduct of Meetings

1. The direct supervision of the activity is the responsibility of the persons or organizations sponsoring the activity. Responsible adult supervision must be provided by organizations whenever minors are present. Misconduct on the premises will be cause for cancellation of the application for use.
2. No alcoholic beverages are to be consumed, sold, given away, or delivered to any person on the property of the Office of Education. Such action is a misdemeanor and is punishable under Section 25608 of the Business and Professions Code of California. Any person under the influence of intoxicating liquors/drugs will be denied participation in any manner in the activity being conducted on Office of Education property and may be barred from having or receiving any further privilege of use of the facilities.

3. All facilities, including parking lots, are designated as NO SMOKING FACILITIES by order of the Board of Education.
4. Any City or County ordinance governing such activities will be applicable under these rules and regulations.
5. Profane language, gambling, quarreling or fighting will not be tolerated.

E. Limitations and Restrictions Covering Use of Facilities for Public Purposes

1. Organizations using the buildings and grounds are not to leave any brochures, pamphlets, leaflets, documents, or other literature on the premises.
2. Any activity involving the serving of food must be in compliance with current regulations as issued by the Humboldt County Health Department, the requirements of the Health and Safety Code of California, and the Restaurant Act of California.

F. Eligible Organizations

1. No organization shall have use of the facilities where it would interrupt the regular routine of the Office of Education or constitute a monopoly for any organization on any given time.
2. Use of the facilities shall be available to youth organizations subject to all regulations imposed by the Office of Education.
3. The facilities may be opened to political groups for meetings except as prohibited by law.

G. Criteria for Determining Charges for Use**1. No Charge for Use of Facility**

There will be no charge for use of Office of Education facilities when used for Office of Education activities or activities to which the Office of Education is a partner, by K-12 school districts, or by the California Department of Education.

2. Reimbursement (Actual Cost) Charge: The following groups, organizations, or public entities may be eligible to use Office of Education facilities at the Actual Cost rate, provided no fees are charged and the purpose of the activity is not fundraising:

- Nonprofit organizations, clubs or associations which promote youth and school activities. In accordance with Education Code 38134(a),

these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, and school-community advisory councils.

- Public or nonprofit educational, civic, cultural, public welfare, political and/or religious organizations when activities serve a public purpose and are consistent with the conduct and best interests of educational and administrative activities of the Office of Education.
3. Commercial Charge (Fair Market Value): For-profit organizations, organizations that plan to charge an admission fee, and organizations using the facilities for fundraising activities shall be billed for use of the facilities at the Commercial Cost Rate.

Section 2: Staff Use of Facilities

To utilize any Office of Education facility, a staff member must be acting in an official capacity in conducting the business of the Superintendent. Staff members who may also be members of some outside entity, such as a community/civic group, may arrange for use of these facilities on behalf of such group, but only under the provisions pertaining to "community use" in Section 1.

The facilities of the Office of Education shall not be used for private purposes, such as receptions, reunions, or other activities of an essentially personal/private nature.

A. Procedure

The following procedure will be used by staff in arranging for facilities:

1. Department secretaries should attempt to reserve meeting rooms for specific regularly scheduled meetings up to a year in advance.

All scheduling of available meeting rooms in the central office is to be arranged through the Office of Education Receptionist; Glen Paul School is to be arranged through the School Secretary; the Resource Center Conference Room is to be arranged through the JPA Services Secretary; all other Office of Education site facilities are to be arranged through the respective site administrator in charge of the facility.

2. The Office of Education Receptionist or appropriate site administrator/designee, upon receiving a request, will designate the assigned room and configuration and will confirm the reservation with the requestor. A copy of the request and assignment will go to the facility's custodian if special arrangements are needed. (Requests for

special room arrangements are to be made through the Office of Education Receptionist.)

3. A listing of the various meeting rooms with each room's maximum capacity is provided as Attachment A.

B. Department Priorities

Each Department Secretary will submit a listing of its fixed meeting dates and times to the Receptionist so that those dates and times can automatically be blocked out each month on the room schedule. The listing shall include the date, time, and location of the meeting(s). The list shall be updated when necessary. Examples: Board meetings, Department meetings, workshops, etc.

C. Advanced Notice Required

It is desirable that reservations be made at least one week in advance. In cases where specific arrangements or set-ups are being requested, advance notice of at least 48 hours is required. Every effort to accommodate late requests will be made.

D. Master Scheduling Calendar

A master scheduling calendar will be maintained on the Office of Education website showing all scheduled meetings and room assignments.

E. Cancellations/Mix-Ups

The Receptionist or appropriate secretary must be notified whenever a conference or meeting room is cancelled. If a mix-up should occur, the group listed on the master schedule will be given precedence. An effort will be made to find an alternative meeting place for any group caught in this situation.

F. Refreshments: Set-Up and Clean-Up

Department personnel shall be responsible for returning the facility to its original clean and orderly fashion following the scheduled use.

ATTACHMENTS:

A - Meeting Room List

B - Facility Use Fee Schedule

C - Application for Use of Facilities (Non-staff use)

D - Sample List of Users by Category

Attachment A

MEETING ROOM LIST

1. Rooms Available through the Receptionist Capacity (Theater Style)

Sequoia A and B (full space)	100
Sequoia A (front half)	50
Sequoia B (back half)	30
Madrone Room	25
Oak Room	12
Alder	6
Annex Board Room (for internal use only)	80

2. Rooms Available through JPA Services

Resource Center Conference Room (for internal use only)	20
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3. Rooms Available through Sites

Glen Paul School	
Multipurpose Room (School Secretary)	100
Grounds	N/A