

## Community Relations

### USING FACILITIES

SR 1330.01

**Purpose:** To establish a process whereby County Office departments and other eligible groups may schedule and use the County Office facilities.

**Timeline:**

- MCOE and educational uses have priority;
- Reservations will be accepted up to 3 months in advance from off-site agencies;
- The River Room is reserved for events expecting more than 30 attendees;
- MCOE reserves the right to relocate events into any available room with adequate capacity and suitable equipment to better utilize room capacities or to meet the needs of MCOE Programs;
- Fees and deposits are due with the application, payable to MCOE;
- Reservations will be confirmed by email after acceptable insurance coverage documentation, fees, deposits and a completed application are received;
- Failure to provide adequate insurance will result in cancellation of the reservation and a \$25 administrative fee being deducted from applicant's deposit;
- A \$25 administrative fee will be retained if reservation is cancelled.

The use of County Office facilities shall be granted in the following priority order:

- County Office programs and activities;
- County Office sponsored activities;
- school district sponsored meetings and activities;
- non-profit/government organizations that promote youth and school activities;
- private/other non-profit organizations.

Meetings and events scheduled by employees shall be related to the mission and goals of the County Office. A County Office employee shall be present at all meetings considered to be County Office sponsored.

## MENDOCINO COUNTY OFFICE OF EDUCATION

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**Date Adopted:** 03/01/2003

**Date Revised:** 01/01/2013