



Company Use of Facilities

Sacramento County Office of Education (SCOE) facilities may be used by individuals and community groups to the extent that such use does not interfere with SCOE activities or other SCOE-related uses.

The following items are required in order to process your facilities use request, and are to be submitted within fifteen (15) days of the packet's mailing or five (5) days prior to the event, whichever is earlier.

- Facilities Use Request and Agreement Form (FUA-1)
- Certificate of Liability Insurance: User is responsible for providing insurance that provides, at a minimum, coverage for bodily injury and property damage during or relating to the event/activity with a per occurrence policy limit of no less than \$1,000,000. **A certificate of insurance** naming the Sacramento County Office of Education as the certificate holder (Sacramento County Office of Education, P.O. Box 269003, Sacramento, CA 95826-9003).
- Endorsement naming SCOE as additional insured
- Information about the requesting organization
- Agenda outlining the planned event

SCOE will review use requests on a first come first serve basis, and return a SCOE signed copy of the FUA-1 form upon approval. The approved FUA-1 form will confirm the reservation. Requestors must receive approval prior to announcing the time and place of any meeting or activity at the requested site.

Please refer to the attached Administrative Rules and Regulation (ARR1330) for further details.

Please feel free to contact the Facilities Development Department with any questions, at (916) 228-2274 or facilities@scoe.net.

Thank you.

Purpose of Procedures

Individuals and community groups who desire to use Sacramento County Office of Education (SCOE) facilities shall follow the procedures set forth below.

Eligibility and Priority

SCOE programs, the Board, and the Personnel Commission shall have first priority to SCOE's facilities. Other authorized users shall be given access to available facilities on a first-come, first-served basis and will be charged according to the following:

Group I: SCOE facilities may be used free of charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities, such as those groups that are identified in statute; and school-related organizations whose activities are directly related to or for the benefit of SCOE programs.

Group II: Other individuals or organizations will be charged fees as specified in the SCOE Facilities Fee Schedule.

Availability

Facilities are available to organizations and agencies on regular SCOE workdays as long as the use does not interfere with regular SCOE business. Facilities are not available on weekends and SCOE Holidays, except as specifically agreed by SCOE and subject to the availability of SCOE staff.

Facilities Development Department

The Facilities Development Department is responsible for all facilities use requests, review, and processing. All inquiries regarding facilities use shall be directed to the Facilities Development Department.

Procedures for Facilities Use

- 1. Reservations:** Requestors may reserve a facility up to 60 calendar days in advance of an event by contacting the Facilities Development Department. The Facilities Development Department will send an application packet to the requestor. In order to hold the reservation, the requestor must return the complete application (including the Facilities Use Request and Agreement Form and Certificate of Liability Insurance) to the Facilities Development Department within 15 days of the packet's mailing, or 5 days of the event, whichever is earlier. Failure to return the requested paperwork in a timely manner may result in cancellation of the reservation.

2. **Cancellations:** A requestor shall notify the Facilities Development Department of reservation cancellations at least 24 hours prior to meeting time. The organization will be charged for expenses incurred due to failure to comply with this procedure. Such charges will include, but are not restricted to, overtime costs for room set-up and custodial services. SCOE reserves the right to cancel a reservation with 72-hours notice to the requestor. SCOE will refund the fees requestor expended per the SCOE Facilities Fee Schedule.
3. **Capacity and Length of Time:** A requestor shall accurately state the number of anticipated attendees and the length of time (from beginning to end) on the Facilities Use Request and Agreement Form. Room reservations will not be approved if the number of anticipated attendees exceeds the room's maximum capacity as determined by the County Fire Marshall. If the actual number of attendees exceeds the room's maximum capacity during the event, permission to use the room may be terminated and those in attendance may be required to leave the premises.
4. **Supervision:** The Facilities Use Request and Agreement Form shall identify the person or persons responsible for supervision of attendees.
5. **Audio Visual Equipment:** Audio-visual equipment shall be the sole responsibility of the requestor.
6. **Room Condition After Use/Damages:** Requestors are responsible for leaving the room in the same order it was found. Requestors shall remove all of their materials and discard all trash into containers that are provided. Requestors will be charged for damaged or abused property, excessively soiled carpets, and excessive garbage removal.

Prohibitions

Tobacco: SCOE has been designated, by Board Policy 3513.3, as a tobacco-free facility. The use of all tobacco products is prohibited at all times throughout SCOE- owned or leased buildings and grounds.

Alcohol, Narcotics, Profanity, Gambling: Narcotics shall not be used, sold, or delivered, nor shall profane language, quarreling, or gambling be permitted. No games of chance or lotteries, as defined by Penal Code Section 319 will be permitted on the premises except as otherwise permitted by law. Alcohol is prohibited at all times except as permitted by law and only with the prior written agreement of the Superintendent.

Uncaged Animals: No uncaged animals will be permitted on the premises with the exception of service animals.

Horseback Riding, Bicycling, Skateboarding, Operation of Motorized Vehicles and Toys: Unauthorized horseback riding, bicycle riding, skateboarding, and the operation of motorized vehicles or motorized toys (including go-carts and aerial devices) on the premises is prohibited. This shall not be construed as prohibiting the use of parking lots or roads for their intended purposes.

Noise: Excessive noise that is disruptive to the maintenance of a productive workplace is not permitted.

Use of SCOE Equipment and/or Furniture: Specific requests for room configurations must be identified on the Facilities Use Request and Agreement Form. The use of computers, tools, copy machines, fax machines, and other equipment by facility users is prohibited except where SCOE has given express written consent in advance of use. SCOE furniture and equipment shall not be removed from the SCOE premises.

08/30/93	Revised
05/19/95	Revised
03/18/99	Revised
06/09/11	Revised by Support Operations
08/31/15	Reviewed by Cabinet
10/20/15	Reviewed by Cabinet
10/20/15	Reviewed by Board of Education (formerly ARR 3515)
10/27/15	Distribution

Sacramento County Office of Education
Facility Use Fee Schedule

GROUP I: Nonprofit organizations, clubs, or associations organized to promote youth and school activities, such as those groups that are identified in statute; and school-related organizations whose activities are directly related to or for the benefit of SCOE programs.

GROUP II: Other individuals or organizations.

David P. Meaney Education Center				
Available: Monday - Friday: 8:00am-9:00pm				
	(per hour – two hour minimum)		Use Capacity	
	GROUP 1	GROUP 2	Conference	Classroom
Board Room	\$0	\$125	44	70
Mather Room	\$0	\$125	56	96
Conference Room A	\$0	\$75	28	30
Conference Room B	\$0	\$75	28	34
Conference Room C	\$0	\$75	28	38
Conference Room D	\$0	\$75	16	16
Library Meeting Room	\$0	\$75	24	n/a
Computer Lab*	\$0	\$75	n/a	32

* (Does not include computers)

Leo A. Palmiter (LAP) – Elinor Lincoln Hickey (ELH) Jr/Sr High Schools				
Available: Monday - Friday: 5:00pm - 11:00pm				
	(per hour – two hour minimum)		Use Capacity	
	GROUP 1	GROUP 2	Conference	Classroom
Multi-Purpose Room (LAP)	\$0	\$75	120	138
Multi-Purpose Room (ELH)	\$0	\$75	64	74
Gymnasium (LAP)	\$0	\$75	Volleyball-Basketball	

If additional services are required (e.g. custodial, technology, or security support) these services will be charged at a current hourly rate, with a two (2) hour minimum

Sacramento County Office of Education
FACILITIES USE REQUEST AND AGREEMENT FORM

TO: Sacramento County Office of Education
ATTENTION: Facilities Development Department
ADDRESS: P.O. Box 269003
Sacramento, CA 95826-9003
Phone Number: (916) 228-2274

REQUEST SUBMITTED BY:

NAME OF ORGANIZATION / GROUP: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

WEBSITE: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____ FAX: _____

EMAIL: _____

TITLE OF MEETING/PROGRAM: _____

REQUESTED SITE: _____

REQUESTED ROOM: _____

DATE OF USE: _____ TIME OF USE: _____ am/pm TO: _____ am/pm

NUMBER OF ATTENDEES: _____ ROOM SET-UP: _____

NAME & TELEPHONE NUMBER OF PERSON RESPONSIBLE FOR SUPERVISION
OF ATTENDEES:

PLEASE COMPLETE IF APPLICABLE:

We will be using the following for our event...

Catering service Breakout area Recording device Advanced shipment

_____ (Caterer name) _____ (Requested room) _____ (Device type) _____ (Material type/Qty)

Sacramento County Office of Education
FACILITIES USE REQUEST AND AGREEMENT FORM

STATEMENT OF UNDERSTANDING FROM USER:

I am an authorized representative of the above-named organization/group and hereby agree, on behalf of the organization/group, to indemnify and hold harmless the Sacramento County Office of Education from and against any and all claims arising from the above-requested use of the facility and to assume all risk of damage to property, equipment, and/or injury to persons injured in or about the premises during usage. I further understand that the attached Regulations pertaining to the use of the facility are incorporated in this Agreement and I agree that our group/organization will comply with said Regulations.

This agreement may be cancelled by the Sacramento County Office of Education up to seventy-two (72) hours prior to the planned use. User shall notify the Facilities Development Department of cancellation at least twenty-four (24) hours prior to planned use.

The use of alcohol, drugs and tobacco is prohibited at all times throughout county office-owned or leased buildings and grounds. Alcohol is prohibited at all times except as permitted by law and only with the prior written agreement of the Superintendent.

User is responsible for leaving the facility in at least the same order it was found.

A scheduled meeting may be cancelled, if during the course of its use, the number of participants exceeds the maximum capacity as determined by the County Fire Marshall or if any participant is in violation of any of the rules and regulations of SCOE.

SIGNATURE: _____ DATE: _____

TITLE: _____

A copy of our group/organization's Certificate of Liability Insurance Coverage is attached.

SCOE USE ONLY

APPROVED: _____ DATE: _____
Director, Facilities Development or Designee

FACILITIES USE FEE: _____