

**BUTTE COUNTY OFFICE OF EDUCATION
1859 BIRD STREET, OROVILLE, CA 95965
(530) 532-5601**

APPLICATION AND AGREEMENT FOR USE OF FACILITIES

(Application must be submitted at least ten (10) working days in advance of the date(s) requested)

Please answer all of the following questions:

1. What is the purpose of the meeting? (i.e., Recreational, political, fund-raising, etc.)

2. Is the meeting open to the public? Yes No

3. Admission charged? Yes How much? _____ No

4. Will contributions be solicited or accepted? Yes No

5. If you answered "Yes" on 3 or 4, what will the proceeds be used for?

The undersigned hereby requests permission to use the following school premises on the dates and times listed below:

Site Address:

Which room at the facilities will you be using?

Date(s) _____

Beginning Time _____

Ending Time _____

Expected Attendance _____

We hereby certify that we shall be personally responsible, on behalf of our organization, for any damage sustained by the premises, furniture, or equipment because of the occupancy of said premises by our organization. A Certificate of Insurance and Additional Insured Endorsement showing Butte County Office of Education as additional insured shall be provided along with this application. I, the undersigned, and the organization or agency have read, understand, and agree to comply with and enforce all the requirements, policies, regulations, and rules for the use of facilities and grounds of the Butte County Office of Education.

Requirements:

- Certificate of Insurance and Additional Insured Endorsement required, with \$1,000,000 commercial general liability limits, and must be returned with the application.
- Butte County Office of Education facilities and/or grounds will not be utilized by individuals, organizations, agencies, or others that engage in discriminatory practices as prohibited by federal law, state law, or school board policies.

- No activity may be conducted in or on said facilities that violates local, state, or federal law.
- No smoking or use of tobacco or alcohol is allowed in or on Butte County Office of Education facilities or grounds.

Name of organization _____
 Non-Profit? Yes No
 Name of representative or agent _____
 Title _____
 Mailing address _____
 E-mailAddress(required) _____
 Phone _____
 Signature _____ Date of Application _____

FOR BUSINESS USE ONLY

Approval of Facility Manager _____
 Date Signed _____
 Approval of Superintendent's Office _____
 Date Mailed/Emailed to Applicant _____

Fee Determination:

Exempt Custodial/Grounds (\$53.00/hr.) Rental \$_____ Amount of fee
 Maintenance Technician (\$53.00/hr.) Information Technology Technician (\$85.00/hr.)

CHARGES FOR ONE-DAY USE- FEE STRUCTURE BASED ON EDUCATION CODE 38130-38139

Available Sites, Occupancy, and Fee Schedules

Note: All rooms are equipped with a combination of a TV, a USB-C Logitech Camera, & ZOOM room (A Zoom-capable device is required to use the technology equipment).

Bird Street Boardroom (Note: this conference room has microphones available)

Address: 1859 Bird Street, Oroville, CA 95965

Sq. Ft. Average: 1250

Occupancy (chairs only): 85

Occupancy (chairs & tables):40

External

Fee Schedule 1

\$124.90/Hr.

Internal

Fee Schedule 2

\$113.00/Day

\$15.00/Hr.

Lincoln Center Conference Room

Address: 1870 Bird Street, Oroville, CA 95965

Sq. Ft. Average: 700

Occupancy (chairs only): 44

Occupancy (chairs & tables):22

External**Fee Schedule 1**

\$99.90/Hr.

Internal**Fee Schedule 2**

\$113.00/Day

\$15.00/Hr.

Lincoln Center Meeting Room

Address: 1870 Bird Street, Oroville, CA 95965

Sq. Ft. Average: 200

Occupancy (chairs only): 25

Occupancy (chairs & tables):12

External**Fee Schedule 1**

\$99.90/Hr.

Internal**Fee Schedule 2**

\$113.00/Day

\$15.00/Hr.

DeRoco Conference Room

Address: 1500 Lincoln Street, Oroville, CA 95965

Sq. Ft. Average: 750

Occupancy (chairs only): 40

Occupancy (chairs & tables):36

External**Fee Schedule 1**

\$97.98/Hr.

Internal**Fee Schedule 2**

\$113.00/Day

\$15.00/Hr.

Carmichael Conference Room, Suite 500

Address: Carmichael Dr. Ste 500, Chico, CA 95928

Sq. Ft. Average: 600

Occupancy (chairs only): 20

Occupancy (chairs & tables):12

External**Fee Schedule 1**

\$108.41/Hr.

Internal**Fee Schedule 2**

\$113.00/Day

\$15.00/Hr.

Carmichael Conference Room, Suite 300

Address: Carmichael Dr. Ste 300, Chico, CA 95928

Sq. Ft. Average: 3024

Occupancy (chairs only): 74

Occupancy (chairs & tables):74

External**Fee Schedule 1**

\$108.41/Hr.

Internal**Fee Schedule 2**

\$113.00/Day

\$15.00/Hr.

The Center Valley Oak Conference Room 144

Address: 655 Oleander Ave, Chico, CA 95926

Sq. Ft. Average: 1728

Occupancy (chairs only): 40

Occupancy (chairs & tables):40

External**Fee Schedule 1**

\$111.51/Hr.

Internal**Fee Schedule 2**

\$113.00/Day

\$15.00/Hr.

The Center Maple Meeting Room 139

Address: 655 Oleander Ave, Chico, CA 95926

Sq. Ft. Average: 331

Occupancy (chairs only): 10

Occupancy (chairs & tables):10

External**Fee Schedule 1**

\$108.41/Hr.

Internal**Fee Schedule 2**

\$113.00/Day

\$15.00/Hr.

Please note: Organizations that use the facilities will be charged an amount to cover the cost of providing a Custodian/Groundsman, Maintenance Tech, or IT Tech when deemed necessary by the Maintenance and Operations Director or the IT Director.

For special accommodations or assistance, please contact (530)532-5601 ten working days before the event.

Please submit completed forms to maintenance@bcoe.org

Facility Use Procedures
1859 BIRD STREET, OROVILLE, CA 95965
(530) 532-5601 or (530) 532-5600

**EACH DEPARTMENT OR ORGANIZATION THAT RESERVES A MEETING ROOM
IS RESPONSIBLE AT ALL TIMES FOR FOLLOWING THESE PROCEDURES.**

BUILDING SECURITY BEFORE/AFTER HOURS

- Normal business hours are M-F 8:00 a.m. to 4:30 p.m.
- All exterior and individual internal department doors will be locked and secured at all times. **This means the door will be physically attended to/monitored unless fully closed and locked.** The meeting facilitator will make sure, during use, that no doors are propped open or left unlocked, and exterior door (s) are monitored to ensure building security.
- **Do not give your assigned building keys to others.**
- After the conclusion of the meeting/function, the facilitator will make sure that *all* exterior doors are locked and secure, and the lighting is turned off.

FACILITY GUIDELINES

- Furnish your own beverages, drink pitchers, cups, plates, silverware, etc.
- Clean table surfaces and all food areas, including coffee pots, with the supplied BCOE products. Remove all personal effects or deposit them in the waste receptacle. Failure to do so will prompt a call from the M&O office asking the group that met last in the meeting room to please return and complete the clean-up duties. Failure to comply with this request may result in loss of meeting room privileges and/or fees.
- Take responsibility to see that the provided equipment is handled with care, i.e., TV, AV equipment, and extension cords.
- Do not remove equipment from the meeting rooms.
- Return furniture to the original configuration. (per the diagram posted in the space)
- Children must always be supervised.
- Please contact the M&O office in advance to cancel room reservations. ***If using the Lincoln Center meeting or conference rooms, access badges for the restrooms will need to be checked out at the front desk at 1859 Bird Street before the event begins, and badges returned to the same location after the event.**

If you have any questions about this document or building security, please call/email our Maintenance and Operations/Facilities Director at (530) 532-5600 or maintenance@bcoe.org.
Thank you.