

Public Use of Facilities

Philosophy Statement

1. The Yolo County Office of Education (“YCOE”) will grant the use of physical facilities under its control to groups and organizations that have the development of personal character and civic welfare as their objective. The YCOE will grant use of the facilities to qualified groups when space is available and such use does not conflict with YCOE related activities. Such usage shall be granted in accordance with the policies of the Yolo County Superintendent of Schools (“Superintendent”), the laws of the State of California, and within the financial resources available.
2. The Superintendent shall approve, and revise as appropriate, a schedule of fees (E 1330.00) for the use of the conference center and school facilities (hereinafter referred to as “YCOE facilities”) where such charges are permitted by law.
3. The Superintendent shall develop the necessary and appropriate policies and administrative regulations for the granting of permission to use YCOE facilities.

Procedures for Reserving Facilities

1. Applicant shall complete the “Conference Center Reservation Form” and return the form to 1280 Santa Anita Court, Suite 100, Woodland, CA 95776; or faxe the form to (530) 668-3848.
2. The Conference Center Coordinator will verify availability of the requested facility. Confirmation of the reservation will include an estimate of the cost of the room based on information given on the request form. Final charges will be assessed after the event has occurred. If the room is left in an unsatisfactory condition after a meeting, YCOE reserves the right to charge an additional cleaning and/or damage fee.
3. In the event a scheduled activity is canceled by the user, notification of such cancellation shall be received by the Conference Center Coordinator at least one week prior to the activity or the full estimated cost will be billed to the applicant.
4. If the meeting time requested is within the regular business hours for YCOE, staff will coordinate set-up and equipment needs as requested on the Conference Center Reservation Form.
5. If the activity occurs after the regular business hours for YCOE, weekends included, custodial and technology staff will be unavailable to provide service during the event.
6. The “Conference Center Reservation Form” shall be filed in the appropriate files maintained by the Conference Center Coordinator.
7. Following the close of each month, YCOE Accounts Payable will process invoices to all users of YCOE facilities for charges incurred during the preceding month. Invoice amounts

will reflect the cost estimated by the Conference Center Coordinator. Additional costs for extra services requested or damage which may have occurred shall be determined by the Conference Center Coordinator and the full cost billed to the organization or signed authorized applicant.

General Provisions

1. Public Purposes. The use of YCOE facilities must serve a public purpose. Public purposes include, but are not limited to, those involving the recreational, educational, economic, cultural, fundraising and artistic interests of the citizens of Yolo County. The use of YCOE facilities for political, religious, or sectarian purposes shall be granted if in accordance with these policies.
 - 1.1 County facilities may be used for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The YCOE shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, and shall cooperate in furnishing and maintaining such services as it deems necessary to meet community needs.
2. Non-interference with Public Purposes. YCOE facilities shall not be available for public use under conditions or at times when such use would interfere with the regular school program would be inconsistent with the purposes of public education or would be detrimental to school property.
3. Monopoly. No use of YCOE facilities shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.
4. Responsibilities of Users of YCOE Facilities. Groups permitted to use YCOE facilities shall accept responsibility for due care of same.
5. Activities Permitted. No activity shall be permitted which is in violation of local, state, or federal statutes, or which advocates the overthrow of the Government of the United States. Individuals or groups will be prohibited from using YCOE facilities if they do not meet the provisions of this policy.
6. Delegation of Responsibility. The Superintendent delegates to his/her designee the responsibility for ascertaining the purposes of applicant groups, the nature of their use of the facilities, and the fee to be charged. The granting or refusing of use of YCOE facilities shall be subject to review by the Superintendent's designee.
7. Misuse of Facilities. Groups misusing YCOE facilities or violating Superintendent policies and/or administrative regulations may be prevented from reserving meeting rooms indefinitely.
8. Smoking. Smoking, including the use of electronic cigarettes or vape pens, is prohibited at all times in YCOE facilities. Failure to observe this smoking policy is sufficient cause to revoke a Conference Room Reservation Form.
9. Supervision. Adequate adult supervision for all activities in which YCOE facilities are used must be provided by the applicant.

10. Safety. Any use of school facilities for non-YCOE purposes shall comply with all state and local fire, health, and safety laws. Persons or groups to whom use of the Conference Center is granted shall assume the responsibility to ensure that all such activities carried on and all equipment used or placed upon the premises shall comply with applicable state and local fire, health, and safety laws and regulations. All decorative materials used within or upon the buildings or grounds shall be made from a flame-retardant solution or process approved by the State Fire Marshall.
11. Liability Insurance. Facility users may be required to carry their own liability insurance and to provide a copy of Certification of Insurance to the Conference Center Coordinator five (5) days prior to the scheduled use of the facility. Failure to provide such may result in the cancellation of the use of the facility. YCOE requires groups using facilities to have bodily injury and property damage liability insurance coverage with a minimum limit of two million dollars (\$2,000,000).
12. Fees. YCOE charges fees for the use of facilities. The fees will reflect the total out-of-pocket costs, such as custodial labor and energy charges, as well as overhead costs. Rates are cited in attached "E 1330.00: Facility Use Charges" and are subject to change without prior notification to reflect increases in costs.
 - 12.1 Organizations and individuals are prohibited from offering or making payments directly to YCOE employees for services rendered. All payments are made on payroll warrants issued by the Human Resources Department.
13. Damage or Liability. The signed authorized applicant agrees to indemnify and save harmless the YCOE, its officers, agents, and employees against any loss, damage, and/or liability that may be suffered or incurred by YCOE, its officers, agents, and employees caused by, arising out of, or in any way connected with the use by the signed authorized applicant of YCOE facilities or the exercise of privilege granted therein.

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of YCOE facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134.)

Groups or organizations shall provide the YCOE with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include the YCOE as an additional insured on their liability policies for claims arising out of the negligence of the group.

14. Use of School Keys. School keys required in the carrying out of any and all activities related to these policies shall remain in the possession of authorized YCOE employees only. **Under no circumstances** shall school keys be turned over to individuals, organizations, clubs, associations, etc. in the implementation of activities related to the use of facilities. When access to a building is required for the purpose of public use, the building shall be opened, attended, and closed by an authorized employee of YCOE. This requirement as to any particular meeting may be suspended by the Superintendent when in his/her discretion such suspension would serve the best interest of YCOE.

15. Maximum Length of Application. Applications for regular extended use of YCOE facilities shall not extend beyond June 30 and are renewable annually.
 - 15.1 Requests for use for any fiscal year will not be received prior to June 1 of the preceding year.
16. Facilities. YCOE facilities include its buildings and specific rooms therein; its grounds and equipment thereon; equipment such as audio-visual aides, fixtures, and appliances; and other property of YCOE.
 - 16.1 Furniture and equipment may not be borrowed for activities taking place away from the school premises except by those activities presented by Classification I users or upon approval of the Superintendent's designee for activities directly benefiting the students of YCOE.
 - 16.2 An organization may furnish its own equipment or use YCOE audio-visual equipment when available. If equipment use requires support by YCOE staff, personnel costs will be charged to the applicant.
 - 16.3 Outdoor weekend events which exceed two hours will not be permitted at sites which do not provide access to public restroom facilities.
17. YCOE Representative. An authorized YCOE employee must be present at each use of YCOE property by other than school organizations. He/she shall serve as the YCOE representative. Each authorized YCOE employee is required to record and send to the Conference Center Coordinator's office within three (3) working days, any irregularities noted as a result of YCOE facility use.
18. Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use

(cf. 3513.3 - Tobacco-Free Schools)

The YCOE may exclude certain school facilities from non-school use for safety or security reasons.

19. Prohibited Activities. The following activities are not approved on school grounds:
 - a. Golfing
 - b. Motor-driven vehicles (other than school staff in the ordinary course of business)
 - c. Riding of bicycles or skateboards

- d. Gas-powered model airplanes
 - e. Horseback riding
 - f. Other activities deemed inappropriate
20. Polling. The Superintendent may authorize the use of YCOE buildings owned by the YCOE or leased by the Superintendent and located on a school site as polling places on any election day and may authorize the use of YCOE buildings, without cost, for the storage of voting machines and other voting-tabulating devices. However, if a city or county elections specialist specifically requests the use of a YCOE building as a polling place, the Superintendent shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of YCOE buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283.)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impeded, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. They shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283.)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while school buildings are being used as a polling place.

Classifications

1. Classification I: Groups coordinated within YCOE Administration and school sites. Classification I applies to all YCOE programs that pay full Maintenance & Operations formula charges.
2. Classification II: YCOE Programs and Local Educational Organizations. Classification II applies to YCOE programs that do not pay full Maintenance & Operations formula charges and include SELPA, Special Education, Head Start/Early Head Start, PTA, ACSA, YCSBA, Capital Service Region (CSR), YCOE in-service training, and YCOE meetings.
3. Classifications III: Public Agencies and Private Nonprofit Organizations. Classification III applies to public and private non-profit organizations such as: Yolo Unite, County of Yolo, CDE, Army Corps of Engineers, Cal Serve Coordinators, Carter-Pertaine Users Group Executive Board, C-PUG Users Group, STRS/PERS meetings, Yolo County Arts Council, COFS, BASC, NCSBE, CCSESA, State ROP, and City of Woodland.
4. Classification IV: All Other Users. Classification IV applies to Chamber of Commerce, service organizations, profit-making organizations, receptions, and private parties.

Use of Yolo County Office of Education Parking Lots

1. All public users of parking lot facilities shall observe hours of operation and types of activities which are in keeping with the residential nature of the school sites.

2. No overnight camping or parking of motor homes/trailers will be approved.
3. Electricity and water are not available for parking lot usage.
4. Any lighting required beyond the normal schedule observed by YCOE will need to be arranged by the users at their expense.
5. Set-up for parking lot activities shall occur during the daylight hours only, unless adequate lighting or other YCOE markings are provided on or around the set-up to assure that pedestrians, bikers, or motorists can clearly identify equipment or other barriers to normal traffic.
6. It is expected that a complete clean-up of the area will occur after use. The cost of any clean-up required by YCOE personnel following such an activity will be charged to the user.

Scheduling of Yolo County Office of Education Facilities for Meetings

1. Meetings may be scheduled in YCOE facilities by calling (916) 668-3708. YCOE staff is not available after hours or weekends to provide technical or custodial services.
2. A Conference Center Reservation Form must be completed in order to reserve a meeting room. This enables the Conference Center Coordinator to follow up on room requests regarding set up.
3. All scheduled meetings will be recorded by the Conference Center Coordinator or designee through use of the current standard scheduling software. A hard copy of current meetings will be posted at each meeting location and will be listed on the Conference Center LCD display system.
4. “Internal” and “External” Conference Center Responsibility Assignments and Conference Room and Equipment Use documents have been created to facilitate the use of the YCOE Conference Center.

Legal References:

Education Code, 32282, 38130-38139
United States Code, Title 20, 7905
Election Code, 12283

ADOPTED: 09/24/84

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