



*Rescinded
by Order 25-80
dated 1/15/80*

RESOLUTION No. 9-79

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, various community groups approach the County from time to time to utilize available meeting and conference rooms; and

WHEREAS, it is in the best interests of the community to maximize the utilization of such facilities; and

WHEREAS, the County desires to make a public record of its policy and procedures governing the use of meeting and conference rooms,

NOW, THEREFORE, BE IT RESOLVED that the El Dorado County Board of Supervisors hereby establishes the policy that:

County meeting and conference rooms may be utilized by the following groups and/or individuals:

1. County department heads or their representatives.
2. County commissions, committees or advisory boards duly constituted or otherwise officially sanctioned by the Board of Supervisors.
3. El Dorado County Central Committees and/or sub-committees.
4. Other governmental agencies as authorized by the Assistant to the Board of Supervisors.
5. Private corporations that are under contract with the County to provide a service to the public.
6. Recognized community-based organizations (4-H Club, Big Brothers and Sisters, Chambers of Commerce, etc.) may use the meeting room in the Main Library for meetings associated with the goal of the organization. The reasonable charge for such organizations shall be \$5.00 for the use of the meeting room only and \$10.00 for the use of the meeting room and kitchen facilities. Such fee shall be paid in advance to the County Librarian per the procedures contained within this Resolution.

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In each of the above instances meetings shall be allowed only in pursuit of official business. Parties, social gatherings, fund raising and religious activities are excluded from the use of County facilities except as specifically approved by the Board of Supervisors.

The Health Department at South Lake Tahoe shall administer the policy in the Administration Building at the Lake. The Assistant to the Board shall administer the policy in the Administration Buildings A and B in Placerville while the department heads shall administer the policy in their respective facilities other than mentioned above.

Specific Procedures Relative to the Library:

1. Meetings may be booked only two months in advance and the group to meet must not exceed the room capacity of ninety (90) persons.
2. Children's groups must be adequately sponsored and chaperoned by adults.
3. Application forms to use the meeting room will be available at the public desk of the library.
4. Fees for use of the facility will be paid in advance and a County receipt issued.
5. The key to the meeting room will be picked up the day of the meeting and returned at the close of the meeting either to library staff or in an envelope and dropped into the book return box.
6. The meeting room must be left clean and in order.
7. Permission to use the 16mm projector and other audio-visual equipment must be secured at the time the room is scheduled and shall be operated only by a trained operator.
8. Exhibits and displays used with the meeting must be approved in advance by the County librarian and displayed in approved areas only.
9. Neither the Library nor El Dorado County will be responsible for loss of personal or group property.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the 2nd day of January, 19 79, by the following vote of said Board:

Ayes: Arliene Todd, William V. D. Johnson, W. P. Walker, Lloyd R. Kutter, and Thomas L. Stewart
Noes: None
Absent: None

ATTEST;

CARL A. KELLY, County Clerk and ex-officio Clerk of the Board of Supervisors

By Orville H. Fouts
 Deputy Clerk

[Signature]
 Chairman, Board of Supervisors

DATE	COPIES SENT TO
1/9/79	Library
1/9/79	County Council
1/9/79	John Fitzpatrick
1/9/79	Welfare (per request)