

(Combines current BP 1320, 1330, and 7400.)

El Dorado County Office of Education Board Policy

BP 1330

Community Relations

Use of County Facilities

The El Dorado County Office of Education (EDCOE) believes that EDCOE facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the El Dorado County Board of Education authorizes the use of EDCOE facilities by residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

The County Superintendent or designee shall give priority to school-related activities in the use of EDCOE facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of EDCOE facilities and grounds, the County Superintendent or designee shall maintain procedures and regulations that: (Education Code [38133](#))

1. Aid, encourage, and assist groups desiring to use EDCOE facilities for approved activities
2. Preserve order in EDCOE facilities and on EDCOE grounds and protect EDCOE facilities, designating a person to supervise this task, if necessary
3. Ensure that the use of EDCOE facilities or grounds is not inconsistent with their use for EDCOE purposes and does not interfere with the regular conduct of EDCOE work

There shall be no advertising on EDCOE facilities and grounds except as allowed by Superintendent's policy and administrative regulation 1325.

Fees

The County Superintendent shall adopt a comprehensive schedule of fees to be charged for community use of EDCOE facilities and grounds, including, but not limited to, the multipurpose room(s) and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR [14037-14041](#). (5 CCR [14041](#))

The County Superintendent authorizes the use of EDCOE facilities or grounds without charge to EDCOE-related organizations whose activities are directly related to or for the benefit of County schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR [14037-14041](#).

Additionally, when any use of EDCOE facilities or grounds is for religious services, the County Office of Education shall charge an amount at least equal to the County Office's direct costs. (Education Code [38134](#))

Groups shall be charged fair rental value when using EDCOE facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the County Office's students. (Education Code [38134](#))

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, EDCOE facility or grounds shall be calculated in accordance with 5 CCR [14038](#) and may reflect the community's proportionate share of the following costs: (Education Code [38134](#); 5 CCR [14038-14041](#))

1. Capital direct costs calculated in accordance with 5 CCR [14039](#), including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds
2. Operational direct costs calculated in accordance with 5 CCR [14040](#), including estimated costs of supplies, utilities, custodial services, other services performed by County Office employees and/or contracted workers, and salaries and benefits paid to County Office employees directly associated with the administration of the Civic Center Act to operate and maintain EDCOE facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR [14041](#))

Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of EDCOE facilities and grounds. (5 CCR [14042](#))

Use of EDCOE Facilities as Polling Place

The County Office of Education may authorize the use of EDCOE buildings as polling places on any election day, and may also authorize the use of EDCOE buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a EDCOE building as a polling place, the County Office of Education 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 the EDCOE buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code [12283](#))

When an EDCOE facility is used as a polling place, the County 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 impede, 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. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code [12283](#))

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

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

ELECTIONS CODE

12283 Polling places: schools

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

MILITARY AND VETERANS CODE

1800 Definitions

CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

Adopted: August 1999

Revised First Reading: February 4, 2020

Revised Second Reading:

Approved:

DRAFT

Current Policy - BP 1320
Community Use of County Facilities

COMMUNITY RELATIONS

BP 1320 Community Use of County Facilities

The educational facilities of the County Office of Education are established and operated using public funds. Therefore, the Board desires to make these facilities available to groups, organizations, associations, agencies, or institutions within the community for temporary use when these facilities are not otherwise in use by the County Office of Education or other public educational entities and in accordance with policies and/or administrative regulations on a cost-recovery basis enacted by the County Superintendent.

Any group, organization, agency, or institution desiring to use County facilities should obtain advanced written permission from the County Superintendent or appropriate administrator.

Legal Reference: E.C. §§ 10900, et seq., 40040, et seq.

First Reading: July 6, 1999

Second Reading: August 3, 1999

Adoption: August 3, 1999

Current Policy - BP 1330
Relationships with Community Resources

COMMUNITY RELATIONS

BP 1330 Relationships With Community Resources

The Superintendent and staff are encouraged to work closely with representatives of the community in business, industry, private and public agencies, and other individuals to foster greater coordination between community resources and public education.

First Reading: July 6, 1999
Second Reading: August 3, 1999
Adoption: August 3, 1999

Current Policy - BP 7400
Public Use of County Facilities

FACILITIES

BP 7400 Public Use of Facilities

Since the educational facilities belong to the people of the County, and since educational facilities under the control of the County Board of Education are established, operated and maintained by public funds, the County Board of Education accepts the responsibility for making its educational facilities available to responsible organizations, associations, agencies, institutions or groups of the community. The County Board encourages use of County facilities by community organizations. The facilities will be made available for appropriate educational, civic, cultural, welfare or recreational activities which are consistent with the conduct and best interests of the educational and administrative activities of the County Office of Education. Priority for use of El Dorado County Office of Education facilities will be given to County Office programs and personnel and other school-related activities. The County Superintendent shall establish administrative procedures for developing priority usage.

When an organization uses EDCOE facilities for commercial use, the following charges will apply:

6767 Green Valley Road

- Board Room
(B-2) - \$20.00/hr - \$150/day
- Staff Development Rooms
(B-1, B-3) - \$15.00/hr - \$120/day
- Board Room & Staff Rooms
- \$30.00/hr - \$240/day
- Kitchen - \$15.00/hr - \$120/day

Activity Building:

If there is a request for commercial use and it is granted, charges will be:

\$30.00 per hour \$240.00 per day

When an organization wants to utilize the County Office of Education’s Activity Building for non-commercial use, the following charges will apply:

\$15.00 per hour \$120.00 per day

If the activity building is used on holidays and/or weekends, there will be a minimum 3-hour custodial charge at \$25.00 per hour.

Other County Office Sites

Use of Building

Without Kitchen	- \$12.50/hr	-\$100/day
Kitchen	- \$15.00/hr	-\$120/day

If the facility is used on holiday and/or weekends, there will be a minimum 3-hour custodial charge at \$25.00 per hour.

Legal Reference: E.C. §§ 17527, 38131, 38134

First Reading: May 2, 2000

Second Reading: June 6, 2000

Adopted: June 6, 2000

Supersedes: Policy Adopted October 8, 1997