

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

The purpose of this policy is to provide guidelines for the use of the County Board of Supervisors Board Chambers (“Board Chambers”) and the Annex Main Lobby area of the County Administrative Center.

The Board Chambers are primarily for the use of the County Board of Supervisors and their officially appointed Boards, Commissions and Committees. County departments, agencies and districts under the auspices of the Board of Supervisors are also authorized to schedule use of the Board Chambers on a cost recovery basis. Secondary usages may include, on a space available basis, other public agencies on a cost recovery basis. In a limited number of instances and at the discretion of the Board Chairperson, the Board Room may be considered for use by non-profit groups also on a cost recovery basis.

The Annex Main Lobby area (as designated in Attachment A) of the County Administrative Center Annex is primarily for the use of customer/visitor traffic in and out of the Administrative Center complex. Occasionally, in accordance with the conditions of use below, and at the discretion of Facilities Management, the Annex Main Lobby area may be used for public gatherings and temporary displays of public service-oriented activities by non-profit groups on a cost recovery basis.

Conditions of Use:

1. Use of either facility is on a space available basis. Official County business has priority. In the event that a proposed use other than the primary uses are proposed, and that proposed use is preempted by the primary use, County staff will extend reasonable assistance to organizations and groups in suggesting other public or private facility locations for their use.
2. Reservations for use of the Board Chambers can be made by contacting the Clerk of the Board of Supervisors at (951) 955-1063. Reservations for use of the Main Lobby area can be made by contacting Facilities Management at (951) 955-4813.
3. Usage of either facility after public hours (8:00 a.m. to 5:00 p.m.) by entities other than those conducting official County business is generally discouraged. Limited exceptions to this condition may be considered by the Chairperson of the Board of Supervisors on a cost recovery basis (including security).

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4. All rental charges for the Board Chamber and Annex Main Lobby are available from the Clerk of the Board. These charges are updated annually by the Clerk of the Board, Facilities Management and the Sheriff's Department.
5. Non-County entities will be required to complete the form found as Attachment A at least two weeks prior to the use of the facility and pay all corresponding fees, including any fees associated with security provided by Sheriff personnel for after hours use. Additionally, the requestor will be required to provide a certificate of insurance evidencing insurance coverage in accordance with Board Policy H-20.
6. Displays of art and the distribution of information or other media must be reviewed and approved by the County's Public Information Officer prior to final approval of the event.
7. County-owned voice amplification systems, computer systems, and video equipment are primarily available for official County business. The equipment may be used by non-County, public agencies provided that an official County systems technician is available to operate the equipment (during normal business hours of 8:00 a.m. to 5:00 p.m.). The Board's designated systems technicians are the only persons permitted to operate the equipment. In general, this audio-visual support equipment, and technicians are not available for use, other than for County departments, agencies, districts, County appointed Boards, Commissions and Committees. Limited exceptions may be considered by the Chairperson of the Board of Supervisors. Agencies approved for use of the audio/video equipment after normal business hours will be required to pay all associated costs for the County systems technicians.
8. Use of the television (TV) monitors in the CAC Annex Main Lobby area may be considered, on a case-by-case basis, to televise County programs during normal business hours. Use of the TV monitors must be coordinated with a County systems technician and the program to be televised must be reviewed and approved by the County's Public Information Officer prior to scheduling.
9. Users of the facilities shall provide their own meeting supplies such as flip charts, markers, pens and papers. Copying services are not available to users.

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10. All display materials shall be of the freestanding sort. No materials, in either the Board Chamber or the Annex Lobby area shall be affixed to the walls or other permanent fixtures.
11. Food and beverages are not permitted in the Board Chambers. The serving of refreshments in the Annex Lobby area may be permitted on a limited basis provided that prior approval has been given by Facilities Management. The serving or consumption of alcoholic beverages may be permitted within the confines of the on-site restaurant operations, and with prior approval from Facilities Management.
12. Facilities are to be left clean and returned to their original setup. Damage to furniture or equipment and/or failure to clean the room may result in charges for repair and cleaning services, and will preclude that group from future use of County facilities.
13. All County buildings are non-smoking in their entirety.
14. All weapons and contraband are prohibited.
15. Permanent displays, such as artwork, plaques and monuments, must follow conformance standards and procedures as outlined in Board Policy H-16, Building Plaques and/or Monuments.

Reference:

Minute Order 3.4 of 06/17/03

Minute Order 3.4 of 04/05/05

Minute Order 3.2 of 07/21/09

Attachments to follow:

“Attachment A” Map of Annex Main Lobby Area.

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ATTACHMENT A

