

## Community Relations

### PROCEDURE FOR USE OF CEDAR BUILDING FACILITY

SR 1330.03

**Purpose:**To establish a process whereby County Office departments and other eligible groups may schedule and use the Cedar Building Facility.

**Timeline:**No reservation will be considered final until all paperwork has been submitted and approved and arrangements have been confirmed.

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### PROCEDURE:

#### Outside Agency Use

1. Client calls County Office Administrative Receptionist to reserve meeting room(s).
2. Receptionist checks online room calendar to verify availability of room(s) with caller and posts the event if the room is available.
3. Receptionist enters booking data into online work order system for invoice processing.
4. Receptionist sends the [Facilities Use Agreement](#) form and the regulation on "Room Capacity/Fee Schedule/House Rules" to the client.
5. Client returns signed Application along with fees, proof of adequate insurance, and deposits.
6. If a key is required for after hours use, a \$20.00 deposit is submitted with the Application form and the key is picked up from the Receptionist one (1) business day before the event. At the close of the event, the key is returned by dropping it in the mail slot by the main door of Alder Building.
7. A **\$25 fee** is billed to the agency in the event the room is not cancelled for non-use.
8. At the end of the month, Receptionist prints out a Statement of all rental charges due and sends to Business Services.
9. Business Services sends invoice to renting agency.

#### County Office Department Use

1. Department designee checks the online room calendar for availability of room(s) and posts the event if available.
2. If the room(s) is not available, department designee contacts Receptionist to research flexibility of scheduled events. (See regulation on "Using Facilities" for priority order.)
3. Receptionist emails department designee three (3) days in advance of event to confirm or cancel room use.

#### Room Schedule Posting

Receptionist posts a schedule of events for each room at the beginning of each week. The schedule is posted at the door of the following locations:

- Main Entrance (Alder Building)
- Southeast Room (Cedar Building)
- River Room (Cedar Building)
- East Room (Cedar Building)

## **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 03/01/2003

**Date Revised:**