



# COUNTY OF MENDOCINO

## Clerk of the Board

DARCIE ANTLE  
CLERK OF THE BOARD

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### Rules and Guidelines for the Reservation and Use of the Mendocino County Board of Supervisors Chambers

#### I. Purpose

- a. It is the policy of the Board of Supervisors that the Board of Supervisors Chambers are available to authorized groups and individuals for the purposes of conducting public business.

#### II. Scope

- a. This policy only applies to the use of the main Board of Supervisor Chambers, located at 501 Low Gap Road, Ukiah, CA. 95482. All other public County facilities such as the Veteran buildings, etc. are handled outside of this policy by their responsible county department.

#### III. Definitions

- a. Public Business — When the meeting does not have a commercial, for-profit, or solicitating activity. When the meeting's sponsor, subject matter, and structure is in full alignment and support of the Board of Supervisors' Mission Statement.

#### IV. Conditions of Use

- a. The Mendocino County Board of Supervisors (BOS) Chambers (Chambers), is not generally available as a public meeting facility to groups/organizations outside of the County organization, but may be reserved on a limited basis when not used by the Board of Supervisors or County departments, for civic use as deemed appropriate by the Clerk of the Board (COB).
- b. The Chambers are available on a “first come, first serve” basis to county departments and county affiliated committees conducting Public Business.
- c. Use of the Chambers must be scheduled well in advance of the requested date. While uncommon, Clerk of the Board reserves the right to cancel any reservation should the Chambers be necessary to conduct official Board/County business. The requesting party will be notified immediately should this occur, and any fees collected will be refunded.
- d. All requests for use of the Chambers are to be submitted through the Clerk of the Board on the attached form. Forms can be dropped off in the Executive Office or submitted via email to [cobsupport@mendocinocounty.org](mailto:cobsupport@mendocinocounty.org)
- e. The Chambers can only be reserved from 8:30AM to 4:30PM, Monday – Friday
  - i. No reservation requests on County designated Holidays will be accommodated
- f. The Chambers shall not be allowed to be used for any commercial or political purposes, or used by a candidate, or organizations formed specifically for a candidate, or to promote a political matter.
  - i. California Government Code 3207 restricts political activities on County premises
- g. All persons utilizing the Chambers must accept the responsibility to ensure that no damage occurs, and the guidelines listed herein are followed:
  - i. Attendance must be limited to the stated capacity of the Chambers
  - ii. No food or drink (except water) is allowed in the Chambers at any time
  - iii. Do not remove anything from Chambers

- iv. Do not move/rearrange chairs and/or podium
  - v. Power off all equipment (computer, keyboard, mouse, sound system, projector, etc.) when you are finished
  - vi. Return all items to where you found them (remote control, etc.)
  - vii. Return large screens to original position, if used
  - viii. Remove any name plates added and return all name plates to original location
  - ix. All leftover materials must be removed at the end of your scheduled time in Chambers. If necessary, please contact COB to coordinate the emptying of any overflowing trash
  - x. The room is returned to the original state it was in upon arrival
- h. The reserving party must contact County Information Technology to coordinate a one-time walkthrough of the equipment prior to their first meeting. This will be the only instruction provided on use of the microphones, sound system, etc.
  - i. Any damage to equipment or property must be reported to the Clerk of the Board immediately, and the reserving department/committee will be financially responsible for any repairs or replacements necessary
  - j. Please provide prompt notification of any cancellations as a courtesy to other departments or committees that may want to use the Chambers.

V. Fees Effective February 2023

Board of Supervisors Chambers Fee Schedule FY 22/23

Department	Description	Previous Fee	Current FY 22/23 Amount	Method
Clerk of the Board	Board of Supervisors Chambers	\$ -	\$75.00	Half Day Rate (0-4 hours)
Clerk of the Board	Board of Supervisors Chambers	\$ -	\$150.00	Full Day Rate (4-8 hours)

- a. Payment shall be made in full (via check or journal entry) upon submission of the Board of Supervisors Chambers Reservation Request Form
- b. You may request to cancel your reservation for a full refund up to 72 hours in advance of your scheduled reservation. Cancellations made within 72 hours of the scheduled reservation will be subject to the minimum reservation fee of \$75.00
- c. Groups who exceed their reserved time will be a charged an additional fee of not less than \$50.00
  - i. Additional fees may be assessed if use is more than one hour past the reserved time

VI. Non-Compliance

- a. Groups who do not comply with the conditions of use as described above, do not pay their fees, conduct any illegal activity, or conduct any meeting that is not Public Business as defined above may lose the right to reserve Board Chambers and/or use any County facility in the future for an indefinite period.