

Conference Room Facilities use Guidelines for the El Dorado County Bethell – Delfino Agriculture Building

The use of the conference room is limited to activities approved by the University of California Cooperative Extension (UCCE) and the Agriculture Department and can only be used for the pursuit of official business. Parties, social gatherings, fund raising, religious and private business activities including public informational seminars conducted by private companies, are excluded from the use of County facilities except as specifically approved by the Board of Supervisors per El Dorado County Resolution no. 70-95. Maximum capacity of the room is 49 people.

The form must be filled out and submitted online at <http://cecentralsierra.ucanr.edu>. If needed you may print it out and mail to UCCE, 311 Fair Lane, Placerville, 95667, attention Robin Cleveland or fax to 888-764-9669. Please make sure you read and fill out the form completely. Once the reservation is accepted and approved, an e-mail will be sent to you confirming your room reservation. Reservations are on a first-come, first-serve basis with the UCCE and Agriculture Departments having priority over outside group use. You may check the availability of the room and your reservation at our website.

Conference Room Policy: *Please read. By clicking yes on the survey you are agreeing to follow this policy.*

1. The conference room may be booked for the current year only.
2. If the conference room is reserved only and not the kitchen, **then the bi-fold doors must be closed prior to the start of the meeting.** The kitchen is used by staff throughout the day, so please allow staff to enter the kitchen as needed. If the kitchen is also reserved, the use of kitchen utensils, equipment and/or appliances is restricted at all times.
3. The person requesting the use of the room(s) is responsible for damage to the facility and furnishings. After the meeting, it is the responsibility of that person to return the room to its specified set-up according to the Conference Room Setup Diagram linked to the Online Reservation form, also posted on the wall between the kitchen and closet. Leave the room as clean as it was received. *Report any problems to 621-5528. After hours for non-emergency facility maintenance problems call 621-6600.*
4. Children must be adequately supervised by responsible adults at all times.
5. Adequate time must be booked to include set-up and clean-up.
6. **Important!** The meeting should cause no disruption to the normal working operations of the UCCE and Agriculture Department (Monday – Friday 8:00am – 5:00pm). Please close conference room doors if appropriate and keep noise level to a minimal.
7. If the room is used after working hours the person requesting the use of the room or designee will need to check-out a front door building key. It is also that person's responsibility to make sure both doors are locked (front double doors and side door). After locking the front door, the building key may be left in the 4-H box located next to the front double doors or returned to the office the next business day.
8. If at anytime your meeting reservations change and you won't be using our facilities please contact 621-5528 or email rkleveland@ucanr.edu.
9. If a large group is attending, please advise attendees to park in the Library parking lot.
10. **There is no smoking or alcohol consumption in any County facility.**
11. **This building is a fragrance free office.** We have several employees that are very sensitive to smells see attached flyer. Please advise your attendees and/or members – they may be asked to leave the building if this policy isn't followed.
12. County policy prohibits animals from being on the premises, so please leave animals at home.
13. Pursuant to Resolution #70-95, County meeting and conference rooms may be utilized by groups such as recognized community-based organizations conducting official business. Parties, social gatherings, fund raising, religious & private business activities are excluded from the use of County facilities except as specifically approved by the Board of Supervisors. There is no charge for the Planning Commission hearing room pursuant to this resolution. Failure to leave the meeting room in good order may result in a cleaning charge.

Failure to observe policies governing the use of the rooms may result in future use privileges being revoked or denied.