

The use of the Santa Barbara County Education Office facilities for its own education and administrative activities shall have priority over all other uses.

Prohibited Activities

The following type of activities are not to be permitted in County Education Office facilities and grounds:

1. Activities promulgating any theory or doctrine subversive to the laws of the United State or any political subdivision thereof, or advocating governmental change by violence.
2. Activities or use by an individual or group for the commission of any crime or act prohibited by law.
3. Activities or use which involved the possession, consumption, or sale of alcoholic beverages, any restricted substances, or products containing tobacco and nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel and nicotine delivery devices, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.
4. Activities in conflict with educational and administrative activities of the Santa Barbara County Education Office.
5. Activities that may violate the canons of good morals, manners, or taste, or be injurious to the buildings, grounds, or equipment.
6. Activities that are strictly commercial advertising.
7. Activities that are for fund raising, except upon specific permission of the County Superintendent or designee.
8. Activities which illegally discriminate again individuals or groups.

Scheduling Use of Facilities

The Fiscal Services office is authorized to approve and arrange for scheduling the use of educational facilities by applicants who satisfy the above purposes and limitations.

The Board Room may be reserved for organizational meetings, special committee meetings, regional conferences, or other group of thirty (30) or less. Reservations must be filed at least one week in advance with the Superintendent's office.

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Conference rooms may be used by staff for special group conferences by coordinating such meetings through the responsible department secretaries.

Reservations for use of the auditorium shall be made through the Fiscal Services office. Use of the auditorium shall be subject to the rules and regulations established by the County Superintendent or designee.

Other rooms and offices may be reserved by arrangement with the appropriate division head.

It is the responsibility of the individual requesting use of a conference room to see that the room is left in a clean condition; further, that if the furniture is moved for convenience of those using the facility that all chairs, tables, etc. are returned to the original locations.

Rooms may not be reserved more than six (6) months in advance of the requested date, except with the specific authorization of the Administrator, Internal Services.

APPROVED BY COUNTY SUPERINTENDENT:
REVISED:

July 3, 1975
February 3, 1994
April 7, 1994
June 5, 2003
March 21, 2014