

**FACILITIES/ MAINTENANCE AND OPERATIONS
PROCEDURES AND POLICIES**

Revised December 2011

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OCDE POLICIES and PROCEDURES

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I. FACILITY USE - Internal

Meeting rooms are available for staff use throughout the Kalmus and Esplanade campuses. Rooms may be utilized during normal working hours, evenings, and Saturdays. A list of meetings and room locations is posted daily in front of Building A. To maximize the Department's customer service delivery and as a courtesy to co-workers, room reservations should be cancelled as soon as a scheduled meeting is cancelled.

A. Room reservations may be viewed online at <http://intranet.ocde.us/reservations>

1. Rooms may be booked online after attending a brief orientation and being registered as a User. Call the Facilities /Operations Department at ext. 4070 to arrange to attend a class.
2. Reservations may be booked up to 18 months in advance. Bookings may be made online during the hours 8:00 a.m. to 5:00 p.m., Monday through Friday.
3. Confirmations will be sent to the User electronically at 30 days and 7 days prior to a scheduled meeting.
4. Changes, additions or cancellations may be made by the User up to two days prior to your reservation. If you need to make a change after the two day period, contact the Reservation Desk by e-mail or by calling ext. 4070.

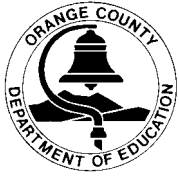
B. Meetings After Business Hours and Saturdays

1. After 5:00 p.m. weekdays and all day Saturday, meetings will be charged a fee of \$35.00 per hour. This fee covers the cost of a Facilities Assistant who will remain onsite after hours to provide security, lock up, and assistance should you have any questions.
2. A cleaning fee will also be charged for Saturday meetings.
3. Facilities are not available for events on holidays and Sundays.

C. For facility use by OCDE partners and other external groups see Section II.

D. For general guidelines related to meeting room use, food services, and safety and security, see Section III.

E. Additional small meeting rooms are available throughout the Kalmus site.



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II. FACILITY USE – EXTERNAL ORGANIZATIONS

A number of agencies and external groups use OCDE facilities at Kalmus for various meetings, workshops, and events. The following guidelines are provided to ensure better understanding and consistency by those users and all OCDE staff.

*Please note that cleaning and support staff overtime fees shall still apply for events held on Saturday or after 5:00 p.m. Monday through Friday. Facilities are not available for events on holidays and Sundays.

A. Cabinet Representative Approval for “Sponsored” Educational Partners

There are some agencies/external groups that we work closely with.

1. It is at the discretion of the Cabinet Representative to determine when it is appropriate for an agency/external group to be considered a “Sponsored” Educational Partner and when facilities use fees shall be waived.
2. An OCDE employee(s) must be designated to be responsible for and assist the “Sponsored” Educational Partner as needed.
3. The designated OCDE employee(s) responsibilities and assistance may include but are not limited to the following items:
 - a. Room Reservation(s) Online via the OCDE Room Reservation System
 - b. Coordination with Facilities, Kalmus Kitchen, Media, etc.
 - c. Room Set-Up/Clean-Up
 - d. Coffee Set-Up/Clean-Up

B. Approval for “Non-Sponsored” Partners

“Non-Sponsored” Partners that we work closely with (e.g., agency/external group that charges a fee and makes a profit from the workshop held at our facilities) will be required to pay fees for the use of our facilities.

1. It is at the discretion of the Cabinet representative to determine if it is appropriate to designate an OCDE employee(s) who will be responsible for the “Non-Sponsored” Partner and the level of assistance that is needed.
2. If it is determined that OCDE employee assistance will not be provided, refer the organization to the Facilities/Operations Department at (714) 966-4070 for room reservations and further information.



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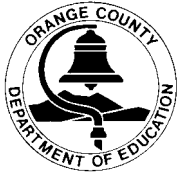
C. Other External Groups

Reservations for the use of OCDE meeting rooms by all other external groups are made by contacting the Facilities/Operations Department at (714) 966-4070.

1. The use and occupancy of the facilities shall be primarily for public education related activities. Other use shall be secondary and subordinate to this primary purpose.
2. Priority for use of OCDE facilities is as follows:
 - a. OCDE
 - b. OCDE's Educational Partners
 - c. OCDE's Civic Partners
 - d. Non-Profit Organizations
 - e. Profit and Religious Organizations

D. General Guidelines

See section III for general guidelines related to food services, safety and security, and meeting room use by all users, along with the application and fees applicable to fee-paying groups.



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III. FACILITY USE POLICIES AND PROCEDURES - Effective July 1, 2011

The California Education Code sections 38130-38139 govern the Orange County Department of Education/Orange County Superintendent of Schools (OCDE/OCSS) facilities use.

All policies and procedures are subject to change.

A. Facilities Use Application

1. Reservations for the use of meeting rooms at the Orange County Department of Education (OCDE) are made by contacting OCDE's Facilities/ Operations Department at (714) 966-4070.
2. Due to the limited number of facilities available for use, priority for use of facilities shall be as follows:
 - a. OCDE
 - b. OCDE's Educational Partners
 - c. OCDE's Civic Partners
 - d. Non-Profit Organizations
 - e. Profit and Religious Organizations.
3. The use and occupancy of the facilities shall be primarily for public education related activities. Other use shall be secondary and subordinate to this primary purpose.
4. Applicant shall not engage in sales or solicitation of goods, wares, merchandise or services.
5. All requests for facilities use shall be made on an OCDE/OCSS application form. A completed application form shall be signed by the applicant and forwarded, with payment, proof of non-profit status, if applicable, and liability insurance certificate including required endorsements, to the Facilities/Operations Department. Upon verification of availability, the Facilities/Operations Department will forward the request to the Facilities/Operations Administrator for final approval.
6. Applications must be filed at least ten (10) business days in advance of the scheduled event.
7. Applicants may make tentative reservations up to three (3) months prior to the scheduled event.



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- 8.** The Facilities/Operations Department will hold dates for applicants for no more than ten (10) business days. If the completed application form, required documentation, and fees are not received by the Facilities/Operations Department within ten (10) business days of the scheduled event, the specific room(s) and date(s) will be made available for usage by other applicants.
- 9.** Even if approved and fees collected, all reservations made more than four (4) weeks in advance of the scheduled event date shall be considered “tentative” until four (4) weeks prior to the scheduled event. Any date changes or cancellations more than four (4) weeks prior to a scheduled event may be made without penalty.
- 10.** The penalty to the applicant for a date change or cancellation made prior to a scheduled event shall be a forfeiture of the original cost of the event as follows:
 - a. Four (4) weeks prior to event - 10% forfeiture of original cost of the event.
 - b. Three (3) weeks prior to event - 20% forfeiture of original cost of the event.
 - c. Two (2) weeks prior to event - 30% forfeiture of original cost of the event.
 - d. One (1) week prior to event - 40% forfeiture of original cost of the event.
- 11.** Any application may be revoked by the OCDE/OCSS without prior notice when unforeseen or unavoidable circumstances occur and the facilities are needed for educational or emergency resource purposes. Should an application be revoked for these reasons, all fees shall be refunded in full to applicant.
- 12.** Facilities use applications are not transferable.
- 13.** OCDE/OCSS encourages proactive planning. However, booking in excess of the actual anticipated use (“over-booking”) is not permitted and may result in facilities use fee forfeiture.
- 14.** Applicants must designate a representative who shall respond to concerns or questions about the event, complete all of the facilities use application requirements, communicate all of the facilities use regulations to the event participants and make sure the facilities are left in an orderly and clean condition suitable for subsequent use after the event.



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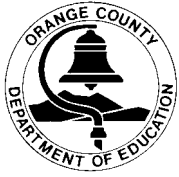
FACILITY USE POLICIES AND PROCEDURES - Continued

B. Facilities Use Fee Schedule

1. All fees are due at the time of application submittal.
2. Additional fees may apply when support services from educational technology, media, reprographics, and/or food services are requested.
3. A non-refundable fee of \$25.00 (Non-profit organizations) and \$50.00 (For Profit organizations) is required with submittal of application.
4. Any additional costs incurred by OCDE/OCSS for applicant's use of facilities will be billed directly to the applicant.
5. No money or other compensation shall be paid to any OCDE/OCSS employee in the form of a tip or gratuity.
6. Use of non-building areas such as parking lots will be determined on a case by case basis and fees and costs will be determined accordingly.
7. High intensity use such as filming will be considered on a case by case basis and fees and costs will be determined accordingly.
8. If exclusive use of a meeting room is required to preserve a particular set up for a multiple day event, the fee offset for preventing others from using the meeting room will be 100% of the normal charge to use the facility for each meeting session for which others are prohibited from using the meeting room.

C. OCDE Food Services

1. OCDE retains the first right to provide food services. Applicant's use of an outside food/catering service is only permitted upon notification that OCDE Food Services is unable to provide services.
2. Food and beverage options are available through OCDE Food Services at an additional cost and require an OCDE Food Services Order Form to be submitted a minimum of five (5) business days prior to an event. Fees are determined on a per order basis and billed accordingly to applicant.



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D. Educational Technology and Media Services

1. All Audio Visual (A/V) equipment, Educational Technology and Media Services support must be requested by applicant at the time of application to ensure availability.
2. A/V equipment available for use at no additional fee varies by meeting room. Additional A/V equipment, Educational Technology and Media Services support are subject to fees and availability, determined on a per job basis, and billed accordingly to applicant.

E. Reprographic Services

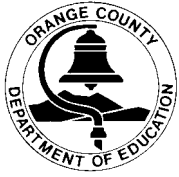
1. Reprographic services are available to provide a wide range of services and assistance with printing and duplicating needs. Advance coordination is required; fees are determined on a per job basis and billed accordingly to applicant.

F. Hours and Operations

1. Normal OCDE/OCSS operating hours are 8:00 a.m. until 5:00 p.m. Monday through Friday.
2. Meeting rooms are available during normal OCDE/OCSS operating hours, after hours 5:00 p.m. until 9:00 p.m. Monday through Friday, and Saturday from 7:00 a.m. until 9:00 p.m.
3. Facilities are not available for events on holidays and Sundays.
4. Cleaning and support staff overtime fees apply for events held on Saturday or after 5:00 p.m. Monday through Friday.

G. Safety and Security

1. At no time shall there be more persons admitted to the rooms than the seating capacity will accommodate.
2. Room dividers may only be operated by appropriately trained OCDE/OCSS Facilities Staff.
3. Decorations shall be fire resistant or flameproof.
4. Except as required to keep catered food warm, no flames or other incendiary devices of any kind are allowed. No explosives or fireworks are allowed. No smoke producing devices of any kind are allowed.



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5. All catered food service is the responsibility of the applicant. The applicant must meet the public health requirements for any food served. Whenever food is served, the applicant must see that leftovers, containers and debris are immediately removed from the facilities at the conclusion of the event.
6. No cooking equipment is available or permitted in the facilities. Specialty or personal items are not permitted to be stored or left behind in the facilities.
7. All OCDE/OCSS property must be protected from damage and mistreatment and ordinary precautions for cleanliness must be maintained. Immediately notify the OCDE/OCSS Facilities Staff if a spill or other damage to the facilities occurs. Immediate attention is required to prevent injury and facilitate a remedy.
8. Each applicant or group must obtain general liability insurance to protect against any claim that may arise from their activities. Applicant or group shall secure and maintain a comprehensive general liability policy or policies in the amount of \$1,000,000 per occurrence. A certificate of insurance and an additional insured endorsement naming the Orange County Department of Education, the Orange County Superintendent of Schools, the Orange County Board of Education and its officers, agents, and employees as additional insured shall be provided at least ten (10) business days in advance of the use of facilities.
9. No events involving animals are permitted.
10. Adequate supervision to maintain strict order at all times while using the facilities will be required.
11. Depending upon the type of event, and at the discretion of OCDE/OCSS, a security service to assist with supervision and control may be required by OCDE/OCSS and shall be obtained by applicant at their sole cost and expense.
12. There shall be no use, possession or selling of alcohol, illegal drugs or tobacco. No betting, gambling, lotteries or raffles are allowed in any of the facilities. It is expected that all individuals using the facilities will conduct themselves in a professional manner.



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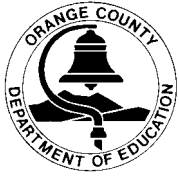
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FACILITY USE POLICIES AND PROCEDURES - Continued

- 13.** Criminal or suspicious activity should be immediately reported to the Costa Mesa Police Department and/or OCDE/OCSS Facilities/Operations staff.
- 14.** Due to parking space limitations, the applicant needs to request all meeting participants to consider carpooling and other alternative transportation options to reduce congestion in the parking lots.
- 15.** No one other than OCDE/OCSS Facilities/Operations staff shall be on any OCDE/OCSS property after 9:00 p.m.
- 16.** Violation of any OCDE/OCSS Facility Use policy or procedure may result in revocation of future facilities use.

H. Meeting Room Use and Guidelines

- 1.** All facilities use permits are for specific rooms and for specific hours only. The applicant is responsible for seeing that other portions of the buildings and grounds are not disturbed and that the facilities are accessed timely and vacated promptly as scheduled.
- 2.** Additional charges will be assessed if the facilities are not left in a neat and clean condition upon event completion or if the OCDE/OCSS Facilities/Operations staff is prevented from accessing the meeting rooms in a timely manner to set up for the next event.
- 3.** With the exception of OCDE/OCSS Facilities/Operations staff, only the applicant and their support staff are allowed access to the specific meeting room(s) thirty (30) minutes prior to an event for set-up and thirty (30) minutes after an event for clean-up.
- 4.** OCDE's/OCSS's list of standard furniture and seating configurations for meeting room(s) will be available for review. Furniture and equipment shall not be moved within or between meeting rooms.
- 5.** Only pre-glued "Post-it" type chart paper may be applied to the meeting room wall surfaces. Nothing may be applied to any walls in the Board Room. One chart rack is included in each meeting room at no additional cost. Applicant shall be responsible for providing their own chart paper, writing pens, and supplies.
- 6.** Where marker boards are provided in the meeting room(s), only dry-erase pens may be used on the marker board surfaces. Applicant is responsible for providing their own dry-erase marking pens and for wiping the marker boards clean when use is completed. OCDE/OCSS provided erasers must remain in the meeting room(s).
- 7.** Activities shall be confined to the meeting room(s) and immediately adjacent common areas. Under no circumstances should other meeting room(s) or common areas, the OCDE/OCSS staff lounge or lounge equipment be used by the applicant.



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FACILITY USE POLICIES AND PROCEDURES - Continued

A. ALL FEES ARE DUE AT THE TIME OF APPLICATION SUBMITTAL

1. Payment

Check, money order, and credit cards are accepted as forms of payment. An additional 3.5% transaction fee is required on payments by credit card.

2. Application Fee

A non-refundable fee of \$25 (Non-Profit organizations) and \$50 (For Profit organizations) is required with submittal of application.

3. Minimum Charge

Two (2) hour minimum fee is required for events held Monday through Friday and four (4) hour minimum fee is required for events held on Saturday.

B. ADDITIONAL SUPPORT STAFF AND SERVICES

Additional support staff and/or services require advance coordination, subject to fees and availability, and billed accordingly to the applicant. This applies and is not limited to the following:

1. Support Staff

Events held after 5:00 p.m. Monday through Friday and events held on Saturday.

2. Cleaning Services

Events held on Saturday.

3. OCDE Food Services

Food and beverage options are available through OCDE Food Services and require an OCDE Food Services Order Form to be submitted a minimum of five (5) business days prior to an event. OCDE retains the first right to provide food services and applicant's use of an outside food/catering service is only permitted upon notification that OCDE Food Services is unable to provide services.

4. Educational Technology and Media Services

Audio Visual (A/V) equipment available for use at no additional fee varies by meeting room. Additional A/V equipment, Educational Technology and Media Services support are subject to fees and availability, determined on a per job basis, and billed accordingly.

5. Reprographic Services

Reprographic services are available to provide a wide range of services and assistance with printing and duplicating needs. Fees are determined on a per job basis, and billed accordingly to the applicant.



APPLICATION AND AGREEMENT FOR USE OF FACILITIES

REQUEST TO USE _____ TODAY'S DATE _____

APPLICANT _____
(NAME OF ORGANIZATION)

REPRESENTED BY _____
(AUTHORIZED REPRESENTATIVE)

ADDRESS _____
(STREET, CITY, ZIP CODE)

TELEPHONE _____ E-MAIL _____

OCDE CONTACT (If applicable) _____

DATE(S)	DAY(S) OF WEEK	HOURS (From – To)	NUMBER OF HOURS	PERSON IN CHARGE	TITLE OF EVENT/DESCRIPTION OF ACTIVITY	ESTIMATED ATTENDANCE

TYPE OF ORGANIZATION: ☐ PROFIT ☐ NON-PROFIT (attach copy of Non-Profit status letter)

AN ADMISSION CHARGE OR CASH COLLECTION WILL BE MADE: ☐ Yes (explain below, if applicable) ☐ No

Net Proceeds to be used for _____

APPLICANT WILL NEED TECHNOLOGY/MEDIA SERVICES: ☐ Yes ☐ No

APPLICANT WILL NEED REPROGRAPHIC SERVICES: ☐ Yes ☐ No

APPLICANT WILL NEED OCDE FOOD SERVICES: ☐ Yes ☐ No (explain below, if applicable)

☐ Other _____

☐ Private Catering _____
(Business Name, License, & Phone #)

1. This application and agreement is entered into between the Orange County Department of Education/Orange County Superintendent of Schools (hereinafter referred to as "OCDE/OCSS") and Applicant wherein the OCDE/OCSS agrees to allow the Applicant to use its facilities, designated adjoining areas, including parking lots, and designated equipment and furniture, hereinafter all referred to as "Facilities", and Applicant agrees to use the Facilities and be legally bound by the terms and conditions as set forth herein. The OCDE/OCSS Facilities Use Policies and Procedures and Facilities Use Fee Schedule are attached hereto and incorporated herein by reference.

2. Applicant agrees that the OCDE/OCSS assumes no liability or responsibility for any personal property of Applicant or of its employees, agents, representatives, guests or invitees brought onto the Facilities, during the term of this application and agreement.

3. Applicant agrees that in the event this permit is canceled due to applicant's failure to meet agreement requirements, refund of any fees paid will be at the sole discretion of the OCDE/OCSS.

4. Any application may be revoked by OCDE/OCSS without prior notice when unforeseen or unavoidable circumstances occur and the facilities are needed for educational or emergency resource purposes. Should an application be revoked for these reasons, all fees shall be refunded to Applicant.

5. Any modifications to this application and agreement such as changes in date or extension of time shall be made only with the written consent of the OCDE/OCSS.

APPLICATION AND AGREEMENT FOR USE OF FACILITIES (Continued)

6. Applicant agrees that it will reimburse the OCDE/OCSS for any expenditures, which may be incurred as a result of Applicant's use of the Facilities.
7. Applicant hereby agrees to hold harmless, indemnify and defend the Orange County Superintendent of Schools and the Orange County Board of Education and its officers, agents and employees from any loss, damage, liability, cost or expense that may arise as a result of the Applicant's use of the Facilities, unless such loss, damage, liability, cost or expense is due to the sole negligence of the OCDE/OCSS, its officers, agents or employees.
8. Applicant shall, at Applicant's sole cost and expense, provide for and maintain in full force and effect during the term of this application and agreement, a policy or policies of insurance covering Applicant's use of Facilities and furnish a certificate of insurance evidencing all coverages and endorsements required hereunder prior to the commencement of the use of Facilities. Applicant agrees to secure and maintain comprehensive general liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence. Applicant further agrees to provide an endorsement to its comprehensive general liability policy or policies naming the Orange County Superintendent of Schools, the Orange County Board of Education and its officers, agents, and employees as additional insured. Further, the certificate of insurance shall provide thirty (30) days written notice of any reduction or cancellation of coverage. Applicant shall deliver the certificate of insurance along with a copy of the required endorsements at least ten (10) business days in advance of the use of the Facilities.
9. **STATEMENT OF INFORMATION** (*Pursuant to Education Code section 38136*)
The undersigned, as duly authorized representative for Applicant, states that, to the best of his or her knowledge, the Facilities for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.
10. Applicant agrees that any use contrary to or in violation of any law, rule, regulation, condition or term of this application and agreement shall be grounds for immediate cancellation of the use of the Facilities and removal of the Applicant from the Facilities and shall bar such Applicant from further use of the Facilities.
11. Applicant has read and fully understands and agrees to all the terms and conditions set forth in the OCDE/OCSS Facilities Use Policies and Procedures and agrees to the Facilities Use Fee Schedule. Applicant agrees to submit all fees, proof of insurance, and non-profit status, if applicable, ten (10) business days prior to event.
12. The undersigned, as the duly authorized representative of Applicant, certifies that he/she has read and fully understands and agrees to the terms and conditions of this application and agreement and agrees to abide by all applicable laws of the State of California and all other directives of the OCDE/OCSS. The undersigned certifies that all statements made herein are true and correct and are made under penalty of perjury.

AUTHORIZED REPRESENTATIVE'S SIGNATURE

PRINT NAME

TITLE

DO NOT WRITE BELOW THIS LINE

CERTIFICATE OF INSURANCE:

☐ RECEIVED

☐ ON-FILE

FACILITIES USE APPROVAL:

☐ APPROVED

☐ DISAPPROVAL

FACILITIES/OPERATIONS
ADMINISTRATOR

DATE OF APPROVAL

FEES:

APPLICATION PROCESSING (Non-Refundable): \$ _____

FACILITIES ASSIGNED: _____

FACILITIES USE: _____ hrs/days @ _____ \$ _____

FACILITIES STAFF: _____ reg. hrs. @ _____ \$ _____

_____ overtime @ _____ \$ _____

_____ holiday @ _____ \$ _____

TECHNOLOGY/MEDIA SERVICES: _____ \$ _____

REPROGRAPHIC SERVICES: _____ \$ _____

KITCHEN STAFF/FOOD SERVICES: _____ hours (To be billed separately by OCDE Food Services)

OTHER (explain): _____ \$ _____

TOTAL \$ _____

PLEASE SUBMIT ALL COPIES – DISTRIBUTION WILL BE MADE AFTER APPROVAL

DISTRIBUTION: Facilities; Fiscal Services; Applicant