

- 1000 COMMUNITY RELATIONS
- 1400 USE OF MARIN COUNTY OFFICE OF EDUCATION FACILITIES
- 1403 **CHARGE FOR USE OF MARIN COUNTY OFFICE OF EDUCATION FACILITIES**

A schedule of charges for use of Marin County Office of Education facilities and property shall be prepared for the approval by the Superintendent or designee prior to use.

Any cost to the Marin County Office of Education, over and above the regular operational costs, shall be charged to the organization using the facility. Any damage to the Marin County Office of Education facilities or property, accruing through occupancy by any organization, shall be a charge to the organization.

**Definitions:**

**Group A:** Marin County Office of Education Programs with Marin County Office of Education Administrative/Support or Management personnel responsible and present.

**Group B:** Organizations associated with the schools, such as: School District Parent/Teacher Associations, School Trustee Associations, and Public Schools and Colleges, or other non-profit organizations, clubs or associations organized to promote youth and school activities including, but not limited to: Girl Scouts, Boy Scouts, Camp Fire Inc.

**Group C:** Private Schools and Colleges, Community Groups and Organizations which have as their objective the civic improvement of this community, such as the Chamber of Commerce and the various improvement clubs, service clubs of Marin County, university women, business and professional women, Marin Art and Garden Center, Marin County Garden Society, and government agencies. Other Organizations may be granted the use on these same terms and conditions if in the judgment of the Superintendent or designee they belong in the same classification. Included could be civic organizations, which have as their objective general character building or the welfare of the students of the county of community-wide charity.

**Group D:** All other users.

**Room Use Fees**

During the hours of: 7:30 a.m. - 10:30 p.m. (Monday through Friday, except holidays and on Saturdays on a case-by-case basis).

	Group A	Group B	Group C	Group D
Service Charge	NC	NC	\$25.00	\$30.00
Hollis Hall	NC	NC	\$30.00 hr	\$60.00 hr
All other rooms	NC	NC	\$15.00 hr	\$30.00 hr
Custodial	NC	NC	\$35.00 hr	\$35.00 hr
Technical Support	NC	NC	\$45.00 hr	\$45.00 hr
Videoconference	NC	NC	\$75.00 hr	\$150.00 hr

References: EC 38134



# MARIN COUNTY OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925  
SAN RAFAEL, CA 94913-4925  
http://marin.k12.ca.us

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

(415) 472-4110  
FAX (415) 491-6625  
TDD (415) 491-6611

## APPLICATION AND PERMIT OFFICE OF EDUCATION FACILITIES AND EQUIPMENT

Date \_\_\_\_\_

Organization \_\_\_\_\_

Representative \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

### FACILITY / EQUIPMENT USE

ROOM NAME \_\_\_\_\_ Posted in Reservation Book?  YES  NO

#### EQUIPMENT NEEDED (Please indicate how many of each)

- \_\_\_\_\_ Slide / Projector
- \_\_\_\_\_ Overhead Projector
- \_\_\_\_\_ PA System
- \_\_\_\_\_ Teleconference Phone
- \_\_\_\_\_ VCR
- \_\_\_\_\_ Monitor (TV)
- \_\_\_\_\_ Lecternette
- \_\_\_\_\_ Other \_\_\_\_\_

#### ROOM SET UP:

- Audience Style
- Classroom
- Horseshoe
- Regular Meeting (square/rectangle)
- Hallway Registration Table(s) \_\_\_\_\_

#### SYMBOLS:

X Chair(s)  Table(s) # Equipment Arrangement

#### ROOM ORIENTATION & EQUIPMENT PLACEMENT:

Date(s) of Use	Title of Activity for Announcement Listing	Actual Time of Activity		Reserve Room		Number in Attendance
		From	To	From	To	

Note: One entry per line. Attach separate page of additional entries.

### SEE REVERSE FOR RULES / REGULATIONS.

I, the undersigned, hereby state that I will accept full responsibility in exercising proper supervision and care of equipment and in the use of facilities requested under this application and furthermore I will hold the Marin County Office of Education harmless from liability and damages for any accidents or injuries sustained by all persons as a result of use. The lessee agrees to furnish such liability or other insurance for the protection of the public and the lessor as the lessor may require.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages to the building, furniture or equipment, accruing through the occupancy or use of said building or equipment by the applicant and will see any fees charged will be promptly paid.

Representative's  
Signature \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Permission approved / disapproved to the above applicant for use of the school facilities and / or equipment in accordance with the Marin County Office of Education policy and regulations. Approval is granted for use as stated in the application.

Costs:	EQUIPMENT (Acct. 2420-8650)	\$ _____
	FACILITIES (Acct. 8200-8650)	\$ _____
	<b>Total</b>	<b>\$ _____</b>

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Denied \_\_\_\_\_

Director, General Services

## RULES AND REGULATIONS

1. Application for use of school buildings, grounds or equipment shall be made on the Application and Permit for Use of Office of Education Facilities.
2. Reservations may be approved only after it has been ascertained the use will not interfere with education activities.
3. Only the requested and approved portion of the building will be available to the requesting group. Restroom facilities will be available unless otherwise stipulated.
4. Use of the facilities by religious groups shall only be permitted as prescribed in Education Code Section 38131(b)(3) and 38134 (d).
5. Persons or organizations using facilities shall agree to be responsible for the proper use and care of school property and shall be liable for any damage that results from their use.
6. Evening use shall not extend beyond 10:30 p.m.
7. All equipment must remain on the premises.
8. Use of buildings, grounds and equipment is renewable and revocable. Revocation may take place at any time during the school year.
9. Cancellation by either the user or the Marin County Office of Education must be made on a minimum 48-hour notice basis. Violation of this regulation by the user may result in minimum service charge being assessed.
10. School buildings, grounds, and equipment shall not be used for private or individual gain. Commercial organizations may use school facilities only if no admission fee is charged or no contributions solicited, and upon payment of charges and fees.
11. The use shall not constitute a monopoly.
12. Use of grounds and facilities involving animals shall not be permitted, except where such animals are used to accommodate individuals with disabilities.
13. Dances open to the general public shall not be held.
14. Except in cases where unusual circumstances prevail, no permit shall be granted for school or employee holidays, the first week of school and the week preceding, and the last week of school.
15. All federal, state, and local laws are in effect and shall be observed.
16. The Marin County Office of Education supplies will not be available to outside groups using the facilities.
17. Consumption, selling, giving away, or any other use of alcoholic beverages or narcotics shall not be permitted.
18. Board Policy No. 2210 prohibits tobacco use on Marin County Office of Education property.
19. A certificate of liability insurance may be requested from any user.
20. A permit may be canceled for good cause, including but not limited to, if any of one or more of the following conditions exist:
  - a) lack of qualified and sufficient supervision of any organizational function
  - b) conduct on the part of a person or persons that does not aid, assist, or lend encouragement to the authorized activity
  - c) use of unauthorized areas within the County Office of Education facility
  - d) violations of any rules or regulations stated within this policy section or within that body of laws of the State of California applicable to the civic use of school facilities



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1111 Las Gailinas Avenue/P.O. Box 4925  
San Rafael, CA 94913-4925  
[marincoe@marin.k12.ca.us](mailto:marincoe@marin.k12.ca.us)

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## HOLD HARMLESS AGREEMENT

The \_\_\_\_\_ agrees to and does hereby indemnify and hold harmless the Marin County Office of Education, its officers, agents, and employees from every claim or demand made, from every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

- (a) Death or bodily injury to persons, loss of or injury to property, or any loss, damage or expense arising from the foregoing conditions which may have been sustained by the Marin County Office of Education upon or in connection with the activity called for in this agreement.
- (b) Any injury to or death of persons or damage to property, any loss or theft sustained by persons, firms or corporations including the \_\_\_\_\_ arising from any act of neglect, default, omission, negligence or willful misconduct of the \_\_\_\_\_ or any person, firm or corporation employed by the \_\_\_\_\_ either directly or by independent contract and attributable in connection on or off the property of the Marin County Office of Education with the activity covered by this agreement.
- (c) \_\_\_\_\_ The \_\_\_\_\_ at his/her own expense, cost and risk shall defend any and all actions, suits or other proceedings that may be brought or instituted against the Marin County Office of Education, its officers, agents, or employees in any action, suit or other proceedings as a result thereof.

ACTIVITY: -----

FOR THE USER:

FOR THE MARIN COUNTY OFFICE OF  
EDUCATION

Legal Name: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Date: \_\_\_\_\_