

VENTURA COUNTY BOARD OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 3513**

ADOPTED: 07/14/97

CLASSIFICATION: Business and Noninstructional Operations REVISED:

SUBJECT: Facilities, Use of

Office facilities may be reserved for organization meetings, special committee meetings, regional conferences, or other groups as provided by law when their use will not interfere with the schedule of use by Office personnel. When used by other agencies, the following procedures shall apply:

1. An application and agreement shall be made using "Application and Agreement - Use of Facilities" form (VCSS AD-1030a).
2. Facility Use Regulations
3. Reservations are subject to cancellations at any time should facilities be required for functions sponsored by the Office. For other causes, permits may be revoked at any time upon giving reasonable notice.
4. The fee schedule shall be established annually by the Associate Superintendent, Administrative Services. The fee schedule for public education agencies and supporting non-profit organizations shall be based on direct cost of maintenance and operation of facilities. The fee schedule for other agencies shall be based on fair rental value. The fees for any use where admission fees are charged or contributions are solicited, and the net receipts are not expended for the welfare of Office students or for charitable purposes, shall be based on fair rental value.
5. All fire and safety regulations, and general rules, as defined on the Application and Agreement - Use of Facilities form (VCSS AD-1030a), shall be observed at all times.