

San Luis Obispo County Office of Education

Internal Use of Facilities (UoF) Request Procedures

Use of COE Facilities requests are all coordinated through Operational Services and are subject to regulations, insurance requirements, and fee schedules set forth in Ed Code and policy.

1. Use of Facilities (UoF) by an internal (COE) group during business hours may be handled at the site level by directly adding the event and room requested to the calendar. However, the Operational Services (OS) Use of Facilities (UoF) Assistant (x251) will approve the calendar reservation request to ensure that no additional conflicts exist and set-up requests are completed. Board Room requests must be accompanied by a room set-up request (available on-line @ <https://www.slocoe.org/wp-content/uploads/2019/02/RoomSetupForm.pdf>) or a comment on the Board Room calendar reservation request stating that no set-up is required.

2. **All external groups must request facilities through Operational Services.** The single point of contact for external UoF requests is the OS UoF Assistant at x 251. If an external group, i.e., Girl Scouts, Volleyball, AYSO, etc., wishes to request a facility, they must use the Use of Facility form (available on-line) and submit it in person to the M&O building to complete the request. If their request falls within business hours, OS will coordinate with site staff to obtain site approval.

3. All after business hours requests, whether from internal or external groups, must be coordinated through OS. This is imperative so that we may coordinate operational support and ensure there are no conflicts. Again, school and COE events always have first priority.

4. **“Business hours”** is defined as 7 AM to 4 PM, on school days. Obviously, the site exclusively owns this time block. If there are any requests from groups external to the COE during this time frame, the OS UoF Asst will coordinate with, and seek approval from, site administration. **“After business hours”** is defined as any event that starts *or* ends outside of business hours. This time block is scheduled exclusively by OS.

5. School and COE events have first priority on all facility uses. All other groups are handled on a “first come, first served” basis. COE uses always have priority, even if the outside group has booked a reservation prior to the COE group. However, every effort will be made to find a suitable alternative site for the ‘bumped’ group.

6. Operational Services will place all UoF events on the site calendars for site reference and review. If the site is aware of an event that does not appear on the calendar, the site must contact OS immediately to correct the discrepancy.

If there is doubt as to when to direct a UoF request to Operational Services, apply these simple criteria:

1. *Does the event begin or end outside of business hours (7 AM - 4 PM)?*
2. *Is the Requesting Organization external to the COE?*

If the answer to either of these questions is “Yes”, then the request should be originated and handled by Operational Services.