

County Policy Regarding Use of Conference Rooms And Hearing Rooms

*******DRAFT*******

Private conference rooms and other multi-purpose rooms in county facilities are for **county business purposes only**. Private is defined as a room in which you must traverse through a department's work space to access the room. Each such room that is available to county departments has a Conference Room Coordinator who is responsible for scheduling activities in that room. A list of Room Coordinators is available in the telephone directory.

Public hearing rooms are defined as rooms that the public has access to through a public lobby in a county facility. There are only three hearing rooms in the County: the Santa Barbara Board Hearing Room, the Santa Maria Board Hearing Room, and the Santa Barbara Planning Commission Room.

Hearing rooms are available for use by **other government agencies** with permission from the department head of a sponsoring department, or the Deputy CEO. The sponsoring department would be the logical department that has the closest connection to the meeting or event being held by the government agency.

Hearing rooms are available for use by **non-profit agencies or other community associations** with permission from a Boardmember, or the Deputy CEO. Such approval must be communicated in writing to the Room Coordinator.

Hearing rooms are not available for use by **private sector organizations**.

The Santa Barbara Courthouse, the Lompoc Veterans Hall and the Recreation Hall at Lake Cachuma are exempt from this policy as they are made available for private use for a fee and are managed under separate rules and policy.