

San Luis Obispo County Office of Education

External Use of Facilities Request Processes

1. Internal SLOCOE Use of Facility (UoF) events take priority in all situations. SLOCOE sites will coordinate all on-site after school hour (4:00 PM – 7:00 AM) use using the Use of Facility request system. Internal SLOCOE users may bump external user groups from the events calendar as necessary.
2. External user UoF requests will be handled on a first-come, first served basis when space is available and the requested facility is not impacted. For facilities that are impacted by multiple users requesting the same time/dates, facility use events will be scheduled via a planning meeting.
3. A mandatory planning meeting will be held annually (at minimum) to address upcoming external UoF requests for impacted facilities. This meeting will involve all groups that wish to sign-up for use of the impacted facilities. Every effort will be made to accommodate all requests without one group dominating the facilities at the expense of another. Users will submit their requests at this meeting, and tentative dates will be assigned during the course of the meeting. Competing groups are encouraged to work through schedule conflicts at this meeting in order to best serve the community as a whole.
4. SLOCOE reserves the right to assign all use schedules.
5. Once tentative dates are assigned, the user groups will have 30 days to complete the request process by ensuring updated request forms and insurance documents have been submitted. Checks for processing fees and deposits must also be submitted within this 30 day period. All checks will be deposited by SLOCOE and must be payable when submitted.
6. Failure to complete the request process as described above will result in the user's request being removed from the calendar and the dates possibly assigned to other users.
7. Non-work day events (weekends, holidays, etc.) require prior securing of custodial support before the events will be approved. In the event that custodial coverage cannot be secured for a scheduled non-work day event, the requesting group will be contacted and the use request canceled.
8. Once the 30 day completion period has expired, SLOCOE will calendar all of the approved events and supply notice that the requested events have been approved.
9. The use events calendar will be supplied to Operational Services so that custodial support may be arranged.
10. After a user event has occurred, the requesting organization will be invoiced for the use. Additional fees may be levied under certain circumstances. In the case of on-going or monthly use, the user organization will be invoiced on a monthly basis.
11. Operational Services will supply a list of the groups to be invoiced along with the invoice amount to the Business Services department. Business Services will in turn generate and send invoices to the user groups. Business Services will keep Operational Services apprised of the financial standing of the invoiced user groups.
12. Failure to pay invoices within a 30 day period may result in suspension of other use events and/or removal from the eligible users list entirely. Use of Facilities requests from groups that have past due invoices will not be considered until all owed funds have been paid in full.
13. Final invoice(s) will be partially off-set by initial deposits made by the user groups.