



## 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) staff member or partnership group may directly utilize Facilitron Platform. If you are new internal user or are assigned, please contact [jcurto@slocoe.org](mailto:jcurto@slocoe.org) or ext. 251 for assistance. The Operational Services Assistant (x251) will register and approve you as a user in Facilitron, then you will be able to create a password and utilize the platform. Additional instructions will be provided by Operational Services Assistant if needed. Room requests must be accompanied by a room set-up request within the Facilitron platform.
2. **“Business hours”** is defined as 7 AM to 4 PM, on school days. Obviously, the site exclusively owns this time block. Such as in cases of weekend use, departments will incur a custodial overtime cost. This cost may also apply to IT request assistance to non-regular business hours.
3. 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.