

**BOARD POLICY**

**Subject Category: Board & General  
Administrative Matters**

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**FACILITY USE  
(ADMINISTRATIVE OFFICES)  
BY OUTSIDE AGENCIES**

**PURPOSE:**

To establish and communicate an interim policy regarding use of the Administrative Office Facility by Outside agencies when such use is not related to District business or activities. Such policy shall remain in effect pending completion of the real estate advisory evaluation.

**POLICY:**

It is the policy of the Board of Directors that:

1. All requests for use of the Administrative Office Facilities by outside agencies shall be submitted to the General Manager.
2. In the case of a denial of a request by the General Manager, the applicant may appeal such decision to the Board of Directors.
3. In approving any use the General Manager may establish a fee for use of the facilities to recover the costs to the District associated with such use. The General Manager may establish other conditions on the facilities as may be determined appropriate.
4. A hold harmless affidavit shall be provided unless waived by the General Manager.