



4400 Cathedral Oaks Road  
P.O. Box 6307  
Santa Barbara, California 93160-6307  
(805) 964-4711 • FAX: (805) 964-4713

# Application and Permit for Use of Auditorium

Date: \_\_\_\_\_

The \_\_\_\_\_ represented officially by \_\_\_\_\_  
Name of organization Contact person

requests use of the Santa Barbara County Education Office (SBCEO) on the following date(s) and times(s).

**Date(s):** \_\_\_\_\_ **Alternate Date(s):** \_\_\_\_\_ **Non-Profit (Y/N)** \_\_\_\_\_

**Hours:** \_\_\_\_\_ to \_\_\_\_\_ **Alternate Hours:** \_\_\_\_\_ to \_\_\_\_\_ **SBCEO Group (Y/N)** \_\_\_\_\_  
(include set-up and clean up time) (include set-up and clean up time)

Nature and/or Purpose of Organization: \_\_\_\_\_

Nature or Type of Use: \_\_\_\_\_

Is event sponsored by SBCEO? (Y/N) \_\_\_\_\_ If yes, name of department/sponsor \_\_\_\_\_

Speaker: \_\_\_\_\_ On-Site Contact: \_\_\_\_\_

Topic: \_\_\_\_\_

**Number attending:** \_\_\_\_\_ **Admission fee charged:** \$ \_\_\_\_\_ **Open to public?:** \_\_\_\_\_ **Meal served?:** \_\_\_\_\_

(Parking availability is limited to \_\_\_\_\_ spaces, M-F, 8 a.m. - 5 p.m. If more spaces are needed, please call ext. 5288 for coordination.)

**NO ALCOHOL  
OR  
SMOKING  
ANYWHERE  
on these  
premises**

**Fire Department Capacity Regulations**  
300 - Seated Assembly  
240 - Dining

The applicant hereby agrees to pay the fees involved in the use of the facilities and a deposit of \$200.00. The fee (if any) to use the auditorium for the date and event specified hereon is \$ \_\_\_\_\_ and is payable \_\_\_\_\_ days in advance. Please remit your payment and deposit payable to the Santa Barbara County Education Office to confirm your reservation.\*

**I certify I have read the Rules and Regulations outlined on the reverse of this application and that the group on whose behalf I make this application will abide by those rules and regulations.**

**Applicant Signature** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Sponsor signature\*\*** \_\_\_\_\_

**Department/Title** \_\_\_\_\_

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**Application approved** \_\_\_\_\_, 20 \_\_\_\_\_

**by** \_\_\_\_\_

Santa Barbara County Education Office Representative / Internal Services

**Make check payable to:**  
Santa Barbara County Education Office  
or SBCEO

**Mail to:** Attn: Internal Services  
See address above

**For office use only:**  
Remittance Information: Date received: \_\_\_\_\_ / \_\_\_\_\_  
Deposit check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Fees check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\* Any permit may be revoked where conflicting dates have resulted or where need of the property for county educational or governmental purposes has subsequently developed. Deposit will be refunded provided user complies with the auditorium rules and regulations.

\*\* A SBCEO sponsored group must obtain signature of the appropriate Department Head, Assistant Superintendent or the Superintendent.

## Rules and Regulations for Use of the Auditorium

Adopted by the County Board of Education.

1. Use of the Auditorium shall be primarily for county educational and governmental purposes. Other agencies may be authorized to use the Auditorium when the primary emphasis is of a public, literary, scientific, recreational, educational nature or for the discussion of matters of general or public interest.
2. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.
3. Application for use of facilities must be submitted in duplicate on the form provided at least two weeks in advance of the date of requested use. Reservations will be made up to six months in advance of the date and applications will be accepted at 8:00 a.m., six months to the day prior to the date of requested use. In the event more than one applicant submits requests at the same time, a random drawing shall be made to determine who shall have first choice.
4. No use or occupancy of the Auditorium shall be permitted if the County Board of Education, in the exercise of its discretion, determines that such use or occupancy will interfere with use of the property for governmental or educational purposes or that it will result in rioting or other disturbance of the peace or in damage to the property which will render it unfit for or will interfere with its proper use.
5. Any permit may be revoked where conflicting days have resulted or where need of the property for county educational or governmental purposes has subsequently developed.
6. All individuals, groups or organizations in their use or occupancy of the property shall comply with all applicable laws, rules and regulations. Any use contrary to or in violation of any law, rule or regulation shall be grounds for cancellation of the permit and removal of the users from the property, and shall bar such individual, group or organization from further use.
7. The Santa Barbara County Education Office is authorized to issue permits for the use and occupancy of the property by individuals, groups or organizations. If the authorized agent of the County Board of Education has any question as to the propriety of the request or proposed use, s/he shall not issue a permit but shall refer the application to the County Board of Education for consideration and action. The applicant in the application shall state the date of use requested, the purpose for which the use is requested, the hour of opening and closing, the title and nature of the entertainment (if any), the name and purpose of the organization for which the application is made, and the name of the owner, producer, or controlling agency if other than the applicant.
8. Permission to use the Auditorium shall be granted in accordance with a schedule of charges authorized by the County Board of Education.
9. Free use of the Auditorium shall be given to Veterans' organizations for patriotic and operational purposes. A social event sponsored or held by the Veterans' organization substantially for the benefit of its members or other attendees shall pay one-half of the applicable fee schedule amount. Sponsorship is defined as an activity held by the organization, either for its own benefit or another individual or organization at which the proceeds shall be retained for the individual members of the organization. The Veterans' organization shall file with the Santa Barbara County Education Office a form provided by the Office stating the nature of the meeting or activity and signed by the responsible officer of the organization. The organization shall state on the form if the activity is to be a social event as defined by these rules and regulations.
10. Vending any articles shall not be permitted at any use or occupancy of the Auditorium without permission.
11. Fund raisers (where food is sold) must abide by state law. Please call the Santa Barbara County Education Office for information.
12. Any individual, group, or organization using the property for civic center or other purposes shall hold the County of Santa Barbara; the Santa Barbara County Board of Supervisors and individual members thereof; all County officers, agents and employees; the County Board of Education and individual members thereof; and the County Superintendent of Schools, officers and employees of the Santa Barbara County Education Office free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of this facility.
13. County equipment shall not be removed or displaced by any permittee. County property shall be protected from any damage or mistreatment and permittee shall be responsible for the condition in which they leave the premises. In case property is damaged, the cost thereof shall be paid by the permittee.
14. The employee of the Santa Barbara County Education Office in charge of the building or grounds is empowered to take all necessary means to ensure the safety of County property. It shall be the responsibility of the permittee to see that there is such special police protection as may be required, at the expense of the user, if deemed necessary by the representative of the County Board of Education.
15. Admission to all meetings shall be limited to the seating capacity of the Auditorium.
16. The Auditorium shall not be used by SBCEO groups later than 1:00 a.m. Non-SBCEO groups are limited to M-F, 8 a.m. - 9 p.m.
17. It shall be the general policy that the Auditorium shall not be used on Sundays by **any** group.
18. If free use is granted, the meeting shall be non exclusive and shall be open to the general public.
19. Juvenile organizations must have adequate adult sponsorship.
20. A permit for use of the Auditorium is non transferable.
21. The Auditorium shall not be used by any person, group, or organization as political campaign headquarters for any purpose.
22. No gratuities shall be given to or accepted by custodians, administrators or other county personnel.
23. All non-SBCEO groups or organizations in their use or occupancy of county property shall restore the Auditorium to the same condition as before their use. All tables and chairs shall be left clean and returned to appropriate storage area. Floors are to be swept (including bathrooms and exterior walkways). All trash is to be put in the dumpster located at the northwest end of the upper parking lot. Taping, nailing, or otherwise attaching anything to walls, ceiling, floors, or doors is prohibited. Sanitation and fire hazard constraints prohibit the use of live animals (any type, kind, or size), straw, hay, or any readily combustible material to be used in any activity in or around the Auditorium.
24. All activities shall be confined to the Auditorium and the area immediately surrounding it. This is the only area eligible for use under this application.

**FAILURE TO COMPLY WITH ANY OF THESE RULES AND REGULATIONS WILL RESULT IN FUTURE DENIAL OF USE.**