



## County of Santa Clara

Policy Name: Special Event Set-Up

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**Policy Type:** Administrative

**Category:** Facilities

**Policy Name:** Special Event Set-Up

**Policy Owner:** Facilities

### **Policy Purpose**

The purpose of this policy is to provide guidance to departments seeking assistance with setting up special events.

### **Policy Summary**

A department, agency, or other County entity may require support in setting up for special events. Generally, the Facilities and Fleet Department will only provide set-up assistance for events that:

- 1) Take place at 70 West Hedding Street, 55 West Younger Street, or 1555 Berger Drive, **and**
- 2) Expect 40 or more attendees.

For events meeting both of these criteria, the Facilities and Fleet Department will provide set-up assistance as follows:



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<u>Room/Location</u>	<u>Event Coordinator Responsibilities</u>	<u>FAF Assistance</u>
70 W. Hedding: <ul style="list-style-type: none"> <li>• Board Chambers</li> <li>• Isaac Newton Senter Auditorium</li> <li>• Room 157</li> </ul>	<ul style="list-style-type: none"> <li>• Reserve room through <b>Clerk of the Board</b> (see related form)</li> <li>• Submit work order to Facilities and Fleet Department at least 10 calendar days in advance</li> </ul>	Provide extra tables
70 W. Hedding: <ul style="list-style-type: none"> <li>• Back Patio</li> </ul>	<ul style="list-style-type: none"> <li>• Reserve room through <b>Clerk of the Board</b> (see related form)</li> <li>• Submit work order to Facilities and Fleet Department at least 10 calendar days in advance</li> </ul>	Set up all events
70 W. Hedding: <ul style="list-style-type: none"> <li>• Plaza or Breezeway</li> </ul>	<ul style="list-style-type: none"> <li>• Reserve room through <b>Clerk of the Board</b> (see related form)</li> <li>• Submit work order to Facilities and Fleet Department at least 10 calendar days in advance</li> </ul>	Set up all events



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<u>Room/Location</u>	<u>Event Coordinator Responsibilities</u>	<u>FAF Assistance</u>
70 W. Hedding: • Lower Level Conference Room	<ul style="list-style-type: none"> <li>• Reserve room through <b>Clerk of the Board</b> (see related form)</li> <li>• Submit work order to Facilities and Fleet Department at least 10 calendar days in advance</li> </ul>	Set up if: <ul style="list-style-type: none"> <li>• 40 or more attendees, <b>or</b></li> <li>• Food served, <b>or</b></li> <li>• More tables and chairs needed</li> </ul>
70 W. Hedding: • Cafeteria	<ul style="list-style-type: none"> <li>• Reserve room through <b>Employee Services Agency</b> (see related form)</li> <li>• Submit work order to Facilities and Fleet Department at least 10 calendar days in advance</li> </ul>	Set up if: <ul style="list-style-type: none"> <li>• 40 or more attendees, <b>and</b></li> <li>• Tables need to be rearranged</li> </ul>
55 W. Younger: • Sheriff's Auditorium	<ul style="list-style-type: none"> <li>• Reserve room through <b>Clerk of the Board</b> (see related form)</li> <li>• Submit work order to Facilities and Fleet Department at least 10 calendar days in advance</li> </ul>	Set up if: <ul style="list-style-type: none"> <li>• 40 or more attendees, <b>or</b></li> <li>• Food served, <b>or</b></li> <li>• More tables and chairs needed</li> </ul>

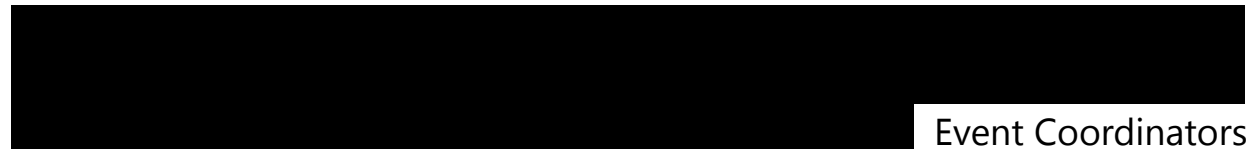


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<u>Room/Location</u>	<u>Event Coordinator Responsibilities</u>	<u>FAF Assistance</u>
1555 Berger: • Auditorium	<ul style="list-style-type: none"> <li>• Reserve room through <b>Information Services Department (ISD)</b></li> <li>• Submit work order to Facilities and Fleet Department at least 10 calendar days in advance</li> </ul>	Set up if: <ul style="list-style-type: none"> <li>• 40 or more attendees, <b>or</b></li> <li>• Food served, <b>or</b></li> <li>• More tables and chairs needed</li> </ul>
Unusual Events (e.g., grand openings, ribbon cuttings)	<ul style="list-style-type: none"> <li>• Contact <b>Facilities and Fleet Department</b> to coordinate and reserve location</li> <li>• Submit work order to Facilities and Fleet Department at least 10 calendar days in advance</li> </ul>	Set up for events of 40 or more attendees
Events at all other venues (e.g., Charcot, Julian, Crime Lab, VMC, Parks)	Reserve location through the department responsible for that space	Set up not usually provided at these locations



Event Coordinators must contact the department accepting reservations for a specific facility in order to obtain a key or otherwise ensure that the facility will be accessible.



### Costs for Setting Up Special Events

Typically, the Facilities and Fleet Department can provide set-up assistance for events coordinated by General Fund departments at no charge. The Facilities and Fleet Department may provide assistance to other Event Coordinators on a reimbursable basis. All Event Coordinators, including General Fund departments, must reimburse the Facilities and Fleet Department for all overtime costs associated with the event.

### Submitting Work Orders

Events that require assistance from the Facilities and Fleet Department must be submitted via a Work Order to the MAC Room at least 10 calendar days in advance. Once a Work Order is established, Event Coordinators usually receive an email with a work number within 24 hours of the request. If an Event Coordinator does not receive this number, the Event Coordinator may follow up with the MAC Room.

In order to avoid confusion, Event Coordinators should submit all communication regarding the event to the MAC Room, rather than emailing Facilities and Fleet staff directly. Changes to the original Work Order must also be submitted through the MAC Room.

## **Procedures**

### Requesting Special Event Set-Up Assistance

- 1) Upon determining a date for a special event, the **Event Coordinator** reserves the special event location through the appropriate channel.
- 2) Upon meeting the criteria set out above and upon determining a need for Facilities and Fleet assistance, the **Event Coordinator** submits a



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Work Order to the MAC Room at least 10 calendar days before the date of the event.

3) If any changes must be made regarding the Work Order, the **Event Coordinator** communicates those changes to the MAC Room.

4) After the event, the **Event Coordinator** reimburses the Facilities and Fleet Department for costs as follows:

4a) If the Event Coordinator is a General Fund department, the **Event Coordinator** reimburses the Facilities and Fleet Department for any overtime costs associated with the event.

4b) If the Event Coordinator is any entity other than a General Fund department, the **Event Coordinator** reimburses the Facilities and Fleet Department for all costs, including overtime.

### Definitions

For the purposes of this policy, the following definitions apply:

- 1) "**County facility**" means any building, property, office, or workspace owned, leased, or regularly used for County business.
- 2) "**Event Coordinator**" means any department, agency, or other entity organizing a Special Event in or at a County facility.
- 3) "**General Fund department**" means any County department or agency that is primarily funded by the County's General Fund.
- 4) "**MAC Room**" means the Monitor Automation Controls Room located on the Lower Level of 70 W. Hedding St.



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- 5) **“Special Event”** means any large meeting or other event with a significant number of attendees, or any event other than daily, ordinary County business.
- 6) **“Work Order”** means the form requesting the Facilities and Fleet Department’s assistance with the set-up of a Special Event.

### Frequently Asked Questions

None.

### Related Policies

- Use of County Facilities at 70 W. Hedding Street and 55 W. Younger Avenue - <https://saecommon.sccgov.org/countypolicy/Use-of-County-Facilities-at-70-W.-Hedding-Street-and-55-W.-Younger-Avenue.pdf>

### Related Forms and Information

- Application for Use of County Facilities – Hedding/Younger Locations  
[url]/sites/forms/Facilities/FacilitiesCountywideForms/application-for-use-of-county-facilities.pdf
- Event Planning Guide – available online at  
<https://sccconnect.sharepoint.com/sites/greenmemes/EventPlanning/SitePages/Event-Planning.pdf>
- Master Contract for County Event Equipment Rentals -  
[url]/sites/policies/FormsrelatedtoPolicies/Event-Rentals-Master-Contract-CW2229372.pdf



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- Work Authorization Request Form -  
[url]  
[/sites/forms/Facilities/\\_layouts/15/WopiFrame.pdf?sourcedoc=/sites/forms/Facilities/FacilitiesCountywideForms/Work\\_Authorization\\_Request\\_Form.xls&action=default](/sites/forms/Facilities/_layouts/15/WopiFrame.pdf?sourcedoc=/sites/forms/Facilities/FacilitiesCountywideForms/Work_Authorization_Request_Form.xls&action=default)

### History

Date	Changes Made
5/7/2018	Policy Redacted.
3/16/2016	Links updated. (David Bruno)
12/18/2014	Updated to reflect that the Clerk of the Board is now the permitting department for the breezeway, lower level conference room and front plaza. (John Myers)
1/14/2014	Policy uploaded. (John Myers)