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COUNTY COUNSEL:
Gregory P Priamos

CLERK OF THE BOARD:
Vanessa Delgado

Agenda Item
Regular Meeting of the
Board of Supervisors
Tuesday, August 25, 2026

Item Number: 1.5

MEETING DATE: 08/25/2026

DEPARTMENT: CLERK OF THE BOARD

AGENDA ITEM PREPARER: Vanessa Delgado

DEPT HEAD/DIRECTOR: Vanessa Delgado

SUBJECT:

CLERK OF THE BOARD - V. DELGADO

1. Adopt the Board of Supervisors Chambers and Conference Room Use Policy; and
 2. Authorize County Executive Officer, Clerk of the Board, or designee to implement policy.
- SBC FILE NUMBER: 156

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

The Board of Supervisors Chambers and Conference Room Use Policy is being updated to replace a set of older, fragmented guidelines that have become outdated and no longer reflect current operational needs, technology, or the range of entities seeking to conduct Public Business. The updated policy modernizes and consolidates these outdated provisions into one comprehensive framework and explicitly supersedes all prior inconsistent policies.

The policy clarifies that the Chambers and Conference Room are primarily reserved for official County business, specifically the Board of Supervisors, County departments, and Board-appointed committees. However, it establishes structured criteria allowing limited use by authorized non-County entities that conduct qualifying Public Business. Public Business is defined in detail and excludes commercial, political, fundraising, or private social activities, ensuring use remains consistent with the County's governmental mission.

Key components of the policy include updated eligibility rules, clearer reservation procedures, and a defined fee structure tied to the County's Master Fee Schedule. Non-County entities must meet

insurance requirements, pay security deposits, and cover any applicable audio-visual technician costs when using County equipment. The policy also updates the rules of conduct for users, including requirements for set-up/clean-up, prohibitions on food, drink, and rearranging furniture, and restrictions on attaching materials to walls.

Administrative authority is formally assigned to the Clerk of the Board, who manages reservations, fee collection, A/V coordination, and enforcement. The policy also affirms the County's discretion to revoke reservations when needed for County business or in cases of non-compliance. Finally, the policy includes a sunset date requiring review by December 31, 2028.

FISCAL IMPACT:

Non-County entities will be required to pay a board chambers use fee as well as an A/V Tech Personnel Fee according to the upcoming Master Fee Schedule.

STAFF RECOMMENDATION:

1. Adopt the Board of Supervisors Chambers and Conference Room Use Policy; and
2. Authorize County Executive Officer, Clerk of the Board, or designee to implement policy.

ATTACHMENTS:

[Agenda Fact Sheet - Chambers Use Policy](#)

[SBC BOS Chamber Use Policy 8.25.26](#)

[SBC BOS Chambers Reservation Request Form 8.25.26](#)