



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  POLICY TITLE  COUNTY DISPLAY CASES AND EXHIBITS	Policy Number:  F-8	Page Number:  1 of 3
	Date Adopted: 08/18/1992	Revised Date: 07/18/2023

### I. PURPOSE

The purpose of this policy is to provide guidelines for the temporary use of display cases and other designated areas of County Facilities by individuals, organizations or institutions. This policy is not applicable to display cases with permanent exhibits, or those for County Department use only.

### II. POLICY

The County designates specific display cases and wall areas within its facilities to provide exhibit space for the display of art or collections of public interest appealing to a wide general audience for cultural, educational, or civic purposes. Designated display and exhibit areas are not gallery spaces and do not constitute a public forum.

Designated display cases and exhibit spaces are available to community groups or the general public to exhibit temporary displays for a limited time period. Any exhibits, displays, and materials are not intended to express the views of the County and are not to be construed as an endorsement by the County. Displays and exhibits are intended to contribute to the enrichment and education of the community and serves a public benefit. Priority is given to items that celebrate local heritage, interests and culture. The County has priority use and reserves the right to preempt any exhibit. Displays must fit within the physical space available. The display may include a small sign identifying the contributor.

### III. PROCEDURE

A. Individuals, community groups, government agencies, arts and educational institutions may use exhibit spaces under these guidelines:

i. Displays must be of cultural, education, or civic interest to the local community. Information and items specific to the local community and the El Dorado County area shall be given preference over items of more general interest.

ii. Displayers are responsible for setting up, maintaining, removing displays and following procedures set by the responsible County Department.

iii. The County assumes no responsibility for the preservation or protection of, or possible damage to, any item(s) or material displayed. The County is not responsible for the theft or vandalism of any item(s) or material.

iv. Display materials advertising a commercial product or service or promoting political campaigns or activities are not permitted.



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B. Display cases and/or wall areas for temporary public use are located in:

- i. Building B, scheduled by the County Recorder-Clerk's Office.
- ii. Building C, scheduled by the Department of Planning and Building, the Department of Transportation or the Environmental Management Department.
- iii. Libraries, scheduled by the individual library.

C. The display cases and/or wall areas located in Building A at the main entrance (next to the breezeway) shall be used to display items received from the City of Warabi, Japan which is El Dorado County's sister city. Any El Dorado County Department or the public may request to use the display cases and/or wall areas in Building A for the purposes specified in Section III.A.i. The Clerk of the Board of Supervisors will determine if the items from the City of Warabi, Japan may be temporarily removed to accommodate the request based on the uniqueness, local or historical significance of the items proposed to be displayed. If the items from the City of Warabi, Japan are removed for this purpose they will be returned to the display cases and/or wall areas located in Building A within 30 days of removal.

One of the display cases and/or wall areas located in Building A outside of the Board Chambers shall be used to display items representing Veterans. The other display case and/or wall area located in Building A outside the Board Chambers shall be used to display items highlighting El Dorado County and its historical landmarks and attractions. Any El Dorado County Department or the public may request to use the display cases and/or wall areas for the purposes specified in Section III.A.i. The Clerk of the Board will determine if items in these display cases may be temporarily removed to accommodate the request based on the local or historical uniqueness. Items may not display a selling price.

D. Requests for use of the display cases and/or wall areas are to be submitted to the appropriate County department for review of the materials for conformity with the provisions of this policy. In determining suitability of the proposed display intended for a broad-based audience, the County is mindful that display cases and wall areas may be viewed by members of the public of all age groups. Scheduling will be made on a first-come, first-served basis.

#### IV. REFERENCES

None



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**V. RESPONSIBLE DEPARTMENT**

Board of Supervisors (Office of the Clerk of the Board)  
 Department of Planning and Building  
 Department of Transportation  
 Environmental Management Department  
 Library Department  
 Recorder-Clerk

**VI. DATES ISSUED AND REVISED; SUNSET DATES:**

<b>Issue Date:</b>	08/18/1992	<b>Sunset Review Date:</b>	NA
<b>Revision Date:</b>	07/18/2023	<b>Sunset Review Date:</b>	07/18/2026