

# Douglas Education Service District

Code: **KG-AR**  
Revised/Reviewed: Unknown; 6/11/15  
Orig. Code(s): 12025-AR

## Facility Use Request

ESD materials, equipment and those services not covered by the local service plan shall be made available to component school districts at a free or reduced rate or at the indirect cost rate approved by the Oregon Department of Education (ODE).

ESD materials, equipment and services shall also be made available to private schools in Douglas County, to parents of students being schooled at home, other governmental agencies or nonprofit organizations, on a reimbursable basis or pursuant to specific fee agreement.

1. “Reimbursable” shall mean “at full cost.” “At full cost” shall include the added or real cost of providing the material, equipment, service or facility.
2. The superintendent will develop a schedule of fees and charges for ESD materials and services.
3. The superintendent may propose and the Board may approve agreements concerning the use of materials, equipment and services with other ESDs, the ODE, Umpqua Community College and other noncomponent entities that support or enhance the educational needs of students in Douglas County.
4. Requests for use of materials, equipment and services from component school districts will be given scheduling priority over requests from other public or private entities.
5. Use of ESD materials, services and equipment by agencies other than component school districts shall not be allowed whenever it interferes with the operation of ESD programs. The superintendent shall determine whether or not such interference is probable.
6. Individuals not officially associated with ESD may not access or use ESD materials, services or equipment for private use other than for home-based instruction.
7. The ESD reserves the right to refuse access to ESD materials, services or equipment to any noncomponent school, agency or organization.
8. In implementing Board policy KG - Use of ESD Facilities, the ESD establishes the following categories of users:
  - a. Category 1: Component public school districts and non-component entities under contract with the ESD;
  - b. Category 2: All other schools, public or private; all other agencies and organizations, governmental or private; persons formally associated with the ESD (e.g., members, staff members).

9. Persons formally associated with ESD (e.g., Board members, staff members) may make occasional, incidental use of ESD materials and equipment which are small in scope and of a personal nature (e.g., copy machine, fax). The superintendent shall be responsible for making determinations regarding which materials and services may be used and what constitutes “occasional, incidental” use.
10. Fees shall be reviewed and updated annually. A copy of the fee schedule is available from support services.

ESD facilities shall be made available to component school districts at a free or reduced rate or at the indirect cost rate approved by the ODE.

The ESD may make its facilities available at a free or reduced rate to any other entity providing services to the ESD or its component school districts. ESD facilities shall also be made available to nonprofit organizations and private schools in Douglas County, to parents of students being schooled at home, other governmental agencies and to private groups, on a reimbursable basis or pursuant to specific fee agreement.

1. “Reimbursable” shall mean “at full cost.” “At full cost” shall include the added or real cost of providing the material, equipment, service or facility.
2. The superintendent may propose and the Board may approve, specific fee agreements concerning the use of ESD facilities with other ESDs, the ODE, Umpqua Community College and other noncomponent entities whose activities support students in Douglas County.
3. Requests for use of ESD facilities from component school districts will be given scheduling priority over requests from other public or private entities.
4. Use of ESD facilities by agencies other than component school districts shall not be allowed whenever it interferes with the operation of ESD programs. The superintendent shall determine whether or not such interference is probable.
5. Fees shall be reviewed and updated annually. A copy of the fee schedule is available from support services.