

Douglas Education Service District

Code: **KGF/EDC**
Adopted: 11/08/01
Readopted: 6/11/15
Orig. Code(s): 1600

Authorized Use of ESD Equipment, Materials and Services

ESD materials, equipment services and facilities shall be available to component districts and may be available to nonprofit organizations and nonprofit private schools in Douglas County, to parents of students being schooled at home, other governmental agencies in Oregon, and to private agencies, subject to the following conditions:

1. The ESD shall provide materials, equipment, services and facilities to its component school districts at a free or reduced rate or at the indirect cost rate approved by the Oregon Department of Education. The ESD may make its facility available at a free or reduced rate to any entity providing services to ESD component districts.
2. The ESD may provide materials, equipment, services and facilities to other public or private entities on a reimbursable basis or by agreement.
3. “Reimbursable” shall mean “at full cost.” “At full cost” shall include the added or real cost of providing the material, equipment, service or facility.
4. The superintendent will develop a schedule of fees and charges for ESD materials and services.
5. The superintendent may propose, and the Board may approve, agreements concerning the use of materials, equipment, services and facilities with other ESDs, the Oregon Department of Education, and Umpqua Community College and other non-component entities.
6. Requests for use of materials, equipment, services and facilities from component school districts will be given scheduling priority over requests from other public or private entities.
7. Use of ESD materials, services, equipment and 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.
8. Individuals not officially associated with ESD may not schedule materials, services, equipment or facilities for private use other than for home-based instruction.
9. The ESD reserves the right to refuse service to any non-component school, agency or organization. In implementing this policy, the ESD establishes the following categories of users:

Category 1: Component public school districts, and non-component entities under contract with the ESD.

Category 2: All other schools, public or private; all other agencies and organizations, governmental or private; persons formally associated with Douglas ESD (i.e., board members, staff members).

10. Persons formally associated with Douglas ESD (i.e., board members, staff members) may make occasional, incidental use of ESD materials and services which are small in scope and of a personal nature (for example, 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. *(This potentially could lead to an ethics law complaint and violation.)*
11. Fees shall be reviewed and updated annually. A copy of the fee schedule is available from the director of support services.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)
[ORS 334.125\(7\)](#)

[OAR 581-024-0240](#)
[OAR 584-020-0040](#)

OR.ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

Cross Reference(s):

KG - Community Use of ESD Facilities
EDC/KGF - Authorized Use of ESD Equipment, Materials and Services