

Lane Education Service District Policy

Code: **KG**
Adopted: 4/26/94
Revised/Readopted: 2/26/02
Orig. Code(s): KG

Use of ESD Facilities

The Board believes that the facilities of Lane ESD should be made available for community purposes when under the supervision of responsible persons, providing that such use does not interfere with the educational program of the ESD.

Application for the use of a meeting room for any meeting not sponsored by the superintendent and staff of the education service district shall be made by completing a room request form.

Requests will be granted according to the following order of preference:

1. Lane ESD program and activities;
2. Public schools;
3. Adult education classes requested by the administrations of Lane Community College or the Division of Higher Education of Oregon institutions;
4. State agencies providing services to children, youths and families;
5. Other nonprofit groups of an educational, civic or service nature;
6. Private or commercial groups.

The use of ESD facilities shall not be granted for private social functions or any purpose which is prohibited by law.

The Board shall require that all users of facilities comply with policies of this Board and the rules and regulations of the ESD.

During the regular workday, ESD meeting rooms and other public areas of the ESD center shall be available for the use of component school districts without charge for purposes which relate directly to the educational program and operation of the component school district.

Organizations which do not qualify for free use of facilities shall be requested to pay the costs related to their use of ESD meeting rooms and other public areas, according to the schedule of fees established. The schedule of fees shall be established by the administration, shall be reviewed annually and shall be revised annually, as needed.

Permission to use the building does not imply sponsorship by the ESD or responsibility on its part for the content and quality of the program presented.

Lane ESD reserves the right to cancel at any time any and all permits issued for use of the building or its facilities when such action is necessary for the best interests of the education service district.

Use of Lane Education Service District facilities during the evening or weekend shall be in accordance with this policy and administrative rules.

END OF POLICY

Legal Reference(s):

[ORS 334.125](#) (7)

[ORS 334.175](#)

[ORS 334.185](#)

[OAR 581-024-0288](#) (4)

Cross Reference(s):

DFD - Providing Facilities and Services