

Lane Education Service District Administrative Rule

Code: **KG-AR**
Adopted: 5/11/94
Revised/Reviewed: 2/26/02; 6/14/11
Orig. Code(s): KG-AR

Room Scheduling

Availability

Lane ESD has meeting rooms available for activities of an educational, civic or service nature. Rooms may be reserved by approved agencies at no cost for use during regular business hours. There is no availability of rooms before or after regular business hours and on weekends.

Classifications

As stated in Board policy, request preference is granted according to the following classifications in order of descending priority:

Class 1: Lane ESD Programs -- may reserve up to one year in advance;

Class 2: Component School Districts and ODE -- may reserve up to four months in advance;

Class 3: Adult Education -- may reserve up to three months in advance.

Requests would come from the administrations of Lane Community College or the Oregon Division of Higher Education institutions. An individual instructor independently requesting room use for a course does not qualify for Class 3 status.

Class 4: State, Lane County, City and Community Agencies within Lane County -- may reserve up to two months in advance.

Requests come from agencies providing services to children and families. The two-month reservation limit is waived for requests involving ESD collaboration.

Class 5: Nonprofit Groups, non-education State Agencies -- may reserve up to four weeks in advance.

Requests come from organizations of an educational, civic or service nature. Nonprofit groups collecting admission fees or donations are not eligible to use Lane ESD facilities.

Lane ESD's facilities are not available for private or commercial use, including religious organizations.

The ESD reserves the right to grant or deny permission for use of ESD facilities at its sole discretion. All users of ESD facilities must ensure that no person is subjected to discrimination of any kind, and to agree to comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

Room Request Forms

A room reservation is confirmed when the requestor receives a confirmation notification from the ESD.

ESD Use (Class 1)

ESD employees shall schedule rooms for Lane ESD programs (Class 1) through Meeting Maker up to one year in advance. Room requests shall include room set-up.

Non-ESD Use (Classes 2-5)

All requests for Class 2-5 room use must be made by submitting a completed Room Request form. Access to a Room Request form will be provided to qualified requesters.

Depending on their classification (Class 2-6), non-ESD groups may schedule rooms one to four months in advance as indicated above.

All users of ESD rooms are responsible for returning the rooms to the condition in which they were found. Appropriate disposal of food or beverage residue is required.

ESD staff are not responsible for providing registration assistance, food set-up services, coffee or copying services.

Technology Equipment

Technology equipment rental may be available upon request, subject to availability.

Fee Schedule

There may be a user fee charged to cover the cost of ESD staff for special room set-ups and use of equipment.

Room Clean-Up

All users of rooms are responsible for room clean-up immediately after use has concluded. Clean-up includes removing all materials associated with the use from the rooms, and the removal and/or disposing of all related food and food containers.