

Malheur Education Service District

Code: **KG**
Adopted: 9/20/05
Readopted: 7/15/14
Orig. Code(s): KG

Community Use of ESD Facilities

ESD materials, equipment and facilities shall be available to component districts, and may be available to nonprofit organizations and nonprofit private schools in the ESD, as well as other governmental agencies in Oregon, subject to the following conditions:

1. ESD public school requests will be given priority at all times.
2. A schedule of fees and charges will be developed for the various MESD services.
3. Use of MESD programs by agencies other than MESD schools shall not be allowed whenever it interferes with the operation of the MESD programs and services.
4. Individuals may not schedule MESD services for private use.
5. MESD reserves the right to refuse service to any noncomponent school, agency or organization.
6. Instructional Media

Private, nonprofit schools in the ESD service area that are registered with the Oregon Department of Education may be allowed to use MESD instructional media on a contract basis.

A usage limit may be established on instructional media. Loans may be made to other Oregon ESDs and/or schools by special arrangement.

7. Repair and Replacement of MESD Materials, Equipment and Facilities

All users who damage or lose MESD materials or equipment shall be responsible for reimbursing the MESD for repair or replacement costs. The MESD shall be reimbursed for any damage to its facilities.

8. MESD Meeting Facilities

External groups or individuals wishing to use the MESD meeting room facilities should make arrangements through the ESD office.

Applicants are required to adhere to the Rules for Facility Use, the Terms and Conditions and to sign the appropriate forms. Charges may be assessed on a use fee basis.

9. Courier Service

The MESD delivery service is intended to deliver instructional materials, electronic and audio-visual equipment, data processing materials, printing orders, testing materials, communications, material pertaining to workshops sponsored by the MESD, Oregon colleges or universities, and/or Department of Education, and other educational materials which are of benefit to the MESD or public schools. This service is to provide delivery between public schools within the ESD area. In addition to public schools, nonprofit organizations on a “space-available basis” can use the service if the materials are educationally beneficial to schools or ESDs. Agencies or individuals providing workshops which are sponsored by an ESD, Oregon college or university and/or Department of Education may also use this service.

10. Copy Machines

Non-MESD use of copy machines, including personal use, is permissible on a fee basis.

11. Production Services

Nonprofit private schools, government agencies and nonprofit organizations in the ESD may be allowed to use the MESD production services on a fee basis.

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 Space, Other Facilities and Services

KGF/EDC - Authorized Use of ESD Equipment and Materials

KI - Public Solicitation in ESD Facilities