

Multnomah Education Service District

Code: **KG-AR**

Adopted: 2/4/81

Amended/Reviewed: 10/12/94; 7/18/97; 12/15/09;
2/19/13

Orig. Code(s): 1912-1,1912-1A-1, 1913-1;
1913-1A

Community Use of MESD Facilities

Facilities/facility services shall be subject to rules, regulations and procedures established by the Superintendent or designee.

Approval for use of MESD facilities shall not be considered as an endorsement or approval of the activity, group or organization, the purposes they represent or the content and quality of the activity or program presented.

MESD reserves the right to cancel at any time any scheduled facilities use.

1. General Requirements

- a. The use or possession of alcoholic beverages, narcotics and other controlled substances or items, tobacco or drugs is not permitted in MESD facilities or premises or MESD leased facilities or leased premises.
- b. User groups assume full responsibility for the supervision of all minors and visitors when using MESD facilities or leased facilities.
- c. Groups shall be responsible for any damage occurring during their use of a facility and shall leave the facility in good condition.
- d. Proof of liability insurance or an insurance binder naming MESD as an “additional insured” on the insured’s policy may be required before facility use requests are approved.
- e. Groups failing to comply with requirements in Board policy, administrative regulations or directions of MESD staff members may be denied future use of any MESD facility or leased facility.
- f. Facility use will not be granted to groups practicing or promoting illegal discrimination or for any other practice, promotion or purpose which is prohibited by law.

2. Use

Groups which may use MESD facilities include:

- a. MESD Board of Directors;
- b. MESD departments, programs and activities;
- c. Component districts and other tax-supported agencies;
- d. Other public schools;
- e. State agencies providing services to children and families;
- f. Other nonprofit groups of an educational, civic or service nature;

- g. Adult education classes requested by the administrations of local community colleges or the Oregon University System institutions;
- h. Private or commercial groups.

3. Application

- a. The Superintendent or designee shall schedule MESD Board use of facilities.
- b. Cabinet members or designees may schedule use of facilities for:
 - (1) Department use.
 - (2) MESD staff use.
 - (3) Groups or organizations providing educational services to students.
 - (4) Groups or organizations connected to MESD through contractual, business or educational relationships.
- c. Starting in February of each year, Ainsworth meeting rooms may be reserved through the end of the following fiscal year.
- d. Room reservations are granted on a first come first served basis.
- e. Meeting cancellation, postponement or location change should be entered into MESD's room reservation system (Calcium) at least 24 hours prior to the event. Failure to enter changes will result in charges for incurred facilities services costs.
- f. Groups other than those sponsored by a Cabinet member or Superintendent or designee must submit a written facilities use request to Facility Services for prior approval. The Superintendent or designee shall, when necessary, make the final decision regarding facility use requests.

4. Fees

a. Definitions

- (1) "Facilities" shall mean (a) the building set up in the usual and customary way, (b) heat and (c) lights.
- (2) "Facilities Services" shall mean (a) any special arrangement of furniture which requires significant custodial time, (b) equipment set up and/or use, (c) supplies, (d) coffee and/or (e) other services such as telephone, fax, and video projector.

b. Facilities

- (1) During the hours 7:30 a.m. - 10:00 p.m. on days during which MESD is open for usual and normal services facilities at the Ainsworth building shall be made available at no charge to all education-related and other nonprofit organizations and state agencies providing services to children and families. (See B.1. - 7.)
- (2) Use of the facilities by private or commercial groups is only allowed when the use does not interfere with the business and activities of MESD. Facilities shall be provided only on a full cost reimbursement basis, including custodial overtime.

c. Facilities charges are:

(1) Ainsworth Building

Auditorium	\$300 per day or any part of one day
Auditorium East or West	\$150 per day or any part of one day
Seminar 3	\$50 per day or any part of one day
Seminar 2	\$50 per day or any part of one day
Computer Training Rooms	\$150 per day or any part of one day

(2) Arata Creek, Alpha School, Helensview School, Thompson and Edwards

Gymnasium	\$200 per day or any part of one day
Classroom	\$100 per day or any part of one day
Conference Room	\$50 per day or any part of one day

(3) Fees for the use of Ainsworth or other facilities over an extended period of time shall be at a rate determined by the Superintendent or designee.

d. Facilities Services

(1) All costs for facility usage shall be reimbursed to MESD.

- (a) Coffee/Tea \$12 per pot
- (b) Facilities Services Personnel \$30.00 per hour per person
(outside of regular service hours)

(2) The fee schedule will be reviewed annually and revised if necessary.

(3) The fee schedule may not anticipate every item or combination of uses that may be requested. The Superintendent or designee has the right to adjust fees in specific situations for specific purposes.