

## **Use of ESD Facilities**

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

Application for the use of a conference room for any meeting not sponsored by the Superintendent or the ESD staff shall be made in writing to the Superintendent/designee. The request shall state the time, space needed, the name of the organization desiring its use, the purposes for which it is to be used and the name of the individual who will be responsible for the care of the building and equipment requested. To assure proper reservations, all applications shall be received not later than five days before the date of use. Permission shall be granted electronically.

Preference to competing requests will be granted according to the following order of descending preference:

1. ESD programs and sponsored activities;
2. Component districts;
3. Other public schools;
4. State agencies providing services to children and families;
5. Adult education classes requested by the administrations of community colleges or universities;
6. Other nonprofit groups of an educational, civic or service nature;
7. Private or commercial groups.

The use of the 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 Board policies and administrative regulations. All facility users will sign the "Use of Facility" agreement.

During the regular work day, the ESD conference rooms shall be available for the use of component districts or ESD-sponsored activities without charge for purposes which relate directly to the educational program and operation of the component district. Charges to reimburse the ESD for equipment use, event planning, custodial or maintenance services may be applied.

Organizations which do not qualify for free use of facilities shall be requested to pay the costs related to their use of the ESD conference rooms and other ESD facilities, in accordance with the fee schedule. The schedule of fees shall be established by the Director of Business Services, reviewed and revised annually as needed.

Permission to use ESD facilities does not imply sponsorship by the ESD or responsibility on its part for the content and quality of the program presented. In most cases, permission to use the facilities will be granted by the Superintendent or designee. Where there is a question about the appropriateness of facility use, the Superintendent is expected to consult with the Board chair before granting such permission. The Board chair may request that the matter be brought to the Board for a decision at its next meeting.

The ESD reserves the right to cancel at any time any and all permits issued for use of its facilities when such action is necessary for the best interests of the ESD.

### **Evening and Weekend Use**

Use of ESD facilities during the evening or weekend shall be in accordance with this policy and pertinent administrative regulations.

END OF POLICY

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#### **Legal Reference(s):**

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

[ORS 334.175](#)

[ORS 334.185](#)

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

#### **Cross Reference(s):**

DFD - Providing Lease Space, Other Facilities and Services

EDC/KGF - Authorized Use of ESD Equipment and Materials by Staff

KI - Public Solicitation in ESD Facilities