



Use of ESD Facilities

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

Approval for use of ESD 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.

The ESD 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 ESD facilities or premises or ESD leased facilities or leased premises.
- b. User groups assume full responsibility for the supervision of all minors and visitors when using ESD 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 the ESD 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 ESD staff members may be denied future use of any ESD 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. Application

- a. Room reservations are granted on a first come first served basis.
- b. Meeting cancellation, postponement or location change needs to be communicated with the Superintendent or designee at least 48 hours prior to the event. Failure to notify of a cancellation, postponement or change will result in charges for incurred facilities costs.

3. Fees

a. Definitions

(1) "Facilities" shall mean:

- (a) The building set up in the usual and customary way;
- (b) Heat, air conditioning, water; and
- (c) Lights.

b. Facilities

- (1) Facilities will be available during the hours of 7:30 a.m. to 8:00 p.m. during days in which the ESD is open for usual and normal services. Conference rooms are available on Saturdays between the hours of 8:00 a.m. to 4:00 p.m.
- (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 the ESD. Facilities shall be provided according to the WESD Pricing for Conference Room and Equipment Rentals, including facility and technician cost and fees.

c. Facilities charges will be determined annually by the Director of Business Services and will be posted on the WESD website.