

## **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 and catering if applicable.

3. Fees

a. Definitions

(1) "Facilities" shall mean:

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

b. Facilities

- (1) Facilities will be available during the hours of 7 a.m. to 10 p.m. during days in which the ESD is open for usual and normal services. Meeting rooms and catering are available on Saturdays between the hours of 8 a.m. to 4 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 only on a full cost reimbursement basis, including custodial overtime.

c. Facilities charges and information are outlined in table below:

<b>Name/Location</b>	<b>Capacity*</b>	<b>Size</b>	<b>Full Day** (8am-5pm)</b>	<b>Half Day** (Half-day options: 8am-Noon; Noon-5pm; 5pm-late pm)</b>	<b>Half day/half price**</b>
<b>Facilities at 2611 Pringle Road:</b>					
Pine	16	19x14	\$75.00	\$37.50	\$18.75
Willow	8		\$60.00	\$30.00	\$15.00
Clark Creek	15		\$75.00	\$37.50	\$18.75
Jory Creek	8		\$50.00	\$25.00	\$12.50
Madrona	16		\$75.00	\$37.50	\$18.75
Marion (IVC)	80	30x50	\$200.00	\$100.00	\$50.00
Mill Creek	6		\$50.00	\$25.00	\$12.50
Oregon ( IVC)	27	27x44	\$160.00	\$80.00	\$40.00
Polk ( IVC)	22	30x17	\$100.00	\$50.00	\$25.00
Pringle	24	22x22	\$125.00	\$62.50	\$31.25
Willamete (IVC)	120	53x64	\$300.00	\$150.00	\$75.00

Name/Location	Capacity*	Size	Full Day** (8am-5pm)	Half Day** (Half-day options: 8am-Noon; Noon-5pm; 5pm-late pm)	Half day/half price**
<b>Facilities at Yamhill Center:</b>					
Baker <i>(not usually available)</i>	25 (EI)		\$100.00	\$50.00	\$25.00
Cozine	48 (80)		\$125.00	\$62.50	\$31.25
Palmer	10		\$75.00	\$37.50	\$18.75
Trask	10		\$75.00	\$37.50	\$18.75
<b>Fees for additional services:</b>					
	<b>Between 8am-5pm</b>		<b>After 5 pm</b>		
IVC	\$45.00 each use** (see user category below)		\$45.00 each use/all user categories**		
Mobile lab (15 computers)	Full day: \$300.00, plus tech time fee Half day: \$150.00, plus tech time fee				
LCD projector	\$30.00 each use		\$30.00 each use		
Technology staff time	\$45.00 per hour		\$45.00 per hour		
Maintenance supplies	Cost		Cost		
* Capacity: Occupancy numbers for classroom set up (chairs at tables)					
** User categories:					
<b>No charge</b>					
<ul style="list-style-type: none"> <li>• Willamette ESD</li> <li>• Client districts</li> <li>• Component schools</li> </ul>					
<b>Half price</b>					
<ul style="list-style-type: none"> <li>• Other public schools</li> <li>• Adult education</li> <li>• State agencies, service to children</li> <li>• Non-profit education</li> </ul>					
<b>Full price</b>					
<ul style="list-style-type: none"> <li>• Civic groups</li> <li>• Private and commercial groups</li> </ul>					