

Northwest Regional ESD

Code: KG - AR

Adopted: 7/14/01

Revised/Readopted: 08/08/17, 11/13/24

Orig. Code(s): KG

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 Northwest Regional Education Service District (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. The ESD reserves the right to deny a request for use of the facility when in the best interest of the ESD.

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 supervising 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 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 (e.g.- OAR 581-022-2312).

Availability

Northwest Regional ESD has meeting rooms available for activities of an educational, civic or service nature. Rooms may be reserved by approved agencies at no cost for use during regular business hours. There is no availability of rooms before or after regular business hours and on weekends.

Classifications

As stated in Board policy, request preference is granted according to the following classifications in order of descending priority:

1. ESD Programs and sponsored activities -- may reserve up to one year in advance;
2. Component School Districts and ODE -- may reserve up to six months in advance;
3. Adult Education -- may reserve up to three months in advance.
 - a. Requests would come from the administration of a community college or the Oregon Division of Higher Education institutions. An instructor independently requesting room use for a course does not qualify for Class 3 status.
4. State, Washington County, City and Community Agencies within Washington County -- may reserve up to two months in advance.
 - a. Requests come from agencies providing services to children and families. The two-month reservation limit is waived for requests involving ESD collaboration.
5. Nonprofit Groups, non-education State Agencies -- may reserve up to four weeks in advance.

The ESD reserves the right to grant or deny permission for use of ESD facilities at its sole discretion. All users of ESD facilities must ensure that no person is subjected to discrimination of any kind, and to agree to comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.

Room Request Application

A room reservation is confirmed when the requestor receives a confirmation notification from the ESD. Room reservations are granted on a first-come, first-served basis, pursuant to the prioritization indicated in Policy KG and the timelines indicated in the “Classifications” section.

Users other than those sponsored by a Cabinet member or Superintendent must submit a Room Request form to the Facilities Department for prior approval. The Superintendent or designee shall, when necessary, make the final decision regarding facility use requests.

ESD Use (Class 1)

ESD employees shall schedule rooms for ESD programs through Google Calendar or other ESD-provided technology up to one year in advance. If room set-up is required, employees shall contact the Facilities Department at least five business days prior to the event date.

Employee use of facilities for activities not sponsored by the ESD must go through the appropriate process listed in the “Non-ESD Use” section below. This includes union activities.

Non-ESD Use (Classes 2-5)

All requests for room use must be made by submitting a completed Room Request form to the Facilities Department. Access to a Room Request form will be provided to qualified requesters (i.e.- those who have fulfilled all “General Requirements” above). Price-and-availability estimates may be requested prior to satisfying the “General Requirements.” Non-ESD groups may schedule rooms one to four months in advance as indicated in the “Classifications” section.

All internal and external users of ESD rooms are responsible for returning the rooms to the condition in which they were found. Appropriate disposal of food or beverage residue is required.

ESD staff are not responsible for providing registration assistance, food set-up services, coffee, or copying services.

Technology Equipment

Technology equipment rental may be available upon request, subject to availability. Technology requests must be made at time of application for room use.

Room Clean-Up

All users of rooms are responsible for room clean-up immediately after use has concluded. Clean-up includes removing all materials associated with the use from the rooms, and the removal and/or disposing of all related food and food containers.

A cleaning surcharge may be charged to any organization or department that does not return the room to pre-use condition.

Fee Schedule

1. Definitions
 - a. “Facilities” shall mean the building set up in the usual and customary way, HVAC, and lights.
 - b. “Facilities Services” shall mean
 - i. any special arrangement of furniture which requires significant custodial time,
 - ii. equipment set up and/or use,
 - iii. supplies,
 - iv. coffee and/or
 - v. Other services like phone, fax, and video projector.

2. Facilities

- a. During the hours 7:30 a.m. - 4:30 p.m. on days during which the requested ESD facility is open for usual and normal services, facilities shall be made available at no charge to all component school districts and ESD departments. The Superintendent or their designee may waive fees for any governmental or non-profit use, at their discretion. Waiver of fees shall be granted on a case-by-case basis and shall not establish any precedent.
- b. For any use outside of the hours listed in (a.), the ESD may require an ESD employee to be present during use of the space. In such cases, a fee will be assessed.
- c. Use of the facilities by private or commercial groups is only allowed at the discretion of the Superintendent 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.

Facilities Charges

The hourly rates for rooms at an ESD facility are as follows:

Large Conference Rooms (Capacity greater than 25)	\$160 per day
Small Conference Rooms (Capacity less than 25)	\$80 per day
Classroom	\$80 per day
Technology	Varies
Facilities services personnel	\$30 per hour per employee