

**Linn Benton Lincoln
Education Service District**

Code: **KG**
Adopted: 7/8/98
Revised: 12/13/16

Use of ESD Facilities

The Board believes that the facilities of this 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 meeting room will be made according to the procedures established by the Superintendent.

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

1. ESD programs and activities;
2. Component school districts, related institutions and agencies;
3. Public schools;
4. State agencies providing services to children and families;
5. Adult education classes requested by the administrations of district community colleges or the Oregon University System institutions;
6. Other non-profit groups of an educational, civic or service nature; and
7. Other groups.

The use of 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 policies of this Board and the administrative regulations of this ESD.

During the regular work day, ESD meeting rooms and other public areas of the ESD shall be available for the use of component school districts without charge for purposes which relate directly to the educational program and ESD support of the component district.

Organizations which do not qualify for free use of facilities shall be requested to pay the costs related to their use of ESD meeting rooms and other public areas, according the schedule of fees established. The schedule of fees shall be established by the Superintendent.

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.

The ESD reserves the right to cancel at any time any and all uses of the building or 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

Legal Reference(s):

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

[ORS 334.175](#)

[ORS 334.185](#)

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

Cross Reference(s):

DFD - Providing Space, Other Facilities and Services