Linn Benton Lincoln
Education Service District

Code: **KG – AR**
Adopted: 6/9/99
Revised: 11/15/16

Conference Room Use Procedures

1. The ESD has determined that a more open policy that allows for public use, under the supervision of responsible persons, of conference rooms is appropriate, pursuant to OAR 581-024-0288, providing that such use does not interfere with the official business of the ESD. The following procedures are intended to implement this Board directive.

2. The following definitions are provided to guide the requirements for various groups who may request conference room use:

   - "Inside use" is defined as only that use that involves ESD programs and activities or the programs and activities of ESD component districts.

   - "Outside groups" consist of two distinct subgroups:

     "Related institutions or agencies" means local and state agencies providing services to children and families in partnership with schools in the ESD service areas, the Oregon Department of Education, and other governmental agencies that have inter-agency partnerships with the ESD.

     "Public groups" or "public use" refers to groups or activities outside of the ESD and related institutions or agencies. This includes private schools, public schools outside of the ESD's jurisdiction, and any other private or public organization that may wish to use ESD facilities. Public use does not include any use that generates or is intended to generate profits for any user group. All outside groups agree to follow ESD procedures as a condition of using ESD facilities.

3. All groups must follow the LBL conference room reservations process when requesting conference room use. There are different conference room request procedures for the groups defined above. The procedures are outlined by type of group here:

   - Internal ESD Programs: Internal ESD programs access the conference room calendar and reserve rooms following the Conference Room Reservation Guidelines. If a special set up is requested internal programs will complete and submit a conference room set up form.

   - Component Districts: If the district is working directly with an ESD program staff member to reserve conference room space for an event that ESD program staff will be participating in the program representative will follow the ESD internal process to reserve a conference room on behalf of the district. If the district is not working directly with an internal ESD program they will contact the Facilities Program Administrative Assistant who will facilitate the conference room reservation process.

- Related institutions or agencies will contact and work with the Facilities Program Administrative Assistant to request conference room use.

- Public groups requesting conference room space for public use will contact the Facilities Program Administrative Assistant to request conference room use. Public groups will be required to submit a Public Use Facility Request form. In addition they may be required to submit one or all of the following: a separate lease form including proof of insurance in the amount of $500,000.00 per incident to cover potential damage, loss or liability arising out of their use of the ESD facilities and a security deposit of $250.00. Requested items must be received within 14 days of the conference room request or the conference room reservation will be cancelled.

4. Preference to competing requests for conference room use will be granted according to the following order of priority:

   a. ESD programs and activities;
   b. Component school districts, related institutions and agencies;
   c. Public schools;
   d. State agencies providing services to children and families;
   f. Adult education classes requested by the administrations of district community colleges or the Oregon University System institutions;
   g. Other non-profit groups of an educational, civic, or service nature; and
   h. Other groups.

5. Conference Rooms 2, 3, and 4 are hereby open and available for outside use, including public use, subject to the procedures set forth in this document. These conference rooms have video conferencing technology and can accommodate up to a maximum of 40 people per room.

6. The Board Room is limited to inside administrative use by ESD and related institutions or agencies at the discretion of ESD, and is not available for other purposes. Administrative use includes, but is not limited to ESD Board meetings, Valley Coast Superintendents Association (VCSA) activities, Leadership Council meetings, and other similar uses.

7. Conference Room 1 and 5 are computer labs, which are designed to meet specialized uses not amenable to heavy traffic for general use purposes. Therefore, these specialized conference rooms are reserved for ESD use and other groups at the discretion of the ESD.

8. Meeting Rooms 6 and 7 are primarily reserved for internal use only. Exceptions must be approved by the Administrator overseeing the Facilities Program.

9. During certain times of the year the ESD may limit the use of conference rooms to ESD activities only.

10. Conference rooms 2, 3 and 4, along with any use of audio-visual equipment, should be reserved at least 3 days preceding the desired date of use. They may be reserved up to one year in advance by internal ESD Programs. All other groups may reserve up to 6 months in advance.

11. Conference rooms 2, 3 and 4 are available from 7:30 a.m. to 5:00 p.m. Monday through Friday

(except holidays and other days that the ESD is closed). Requests for use outside of this time frame will be considered on a case by case basis. After hours use will require participation by an internal ESD program representative.

12. When requesting conference room use at least 30 minutes will be scheduled for clean-up/set-up time between reservations of a conference room. This may be increased to one hour, depending on the size of the group, equipment needs, whether food is served, and availability of maintenance staff.

13. Conference room requests must include a detailed description of the technology needs of that group. If this is not included the ESD cannot guarantee that these needs will be met. Network Program staff will be available for requested audio-visual equipment set up assistance.

    A. Due to the complicated nature of V-Tel and V-Con technology set up Network Program staff may require a two hour set-up period for new set-ups, limiting conference room use for V-Tel and V-con to a start time of 10 a.m. If the set-up is not new a one hour set up time may be sufficient.

    B. Requests for V-Tel and V-Con technology need to be made at least five days in advance so that communication for set-up with external agencies can occur. The contact information for the participating site or location must be included for V-Tel and V-con set-ups on the conference room request form. Network Services will contact a technical representative at the participating site or location ahead of time to finalize the connections needed for the conference.

14. No room fee for the use of the conference rooms will be charged to related institutions or agencies. However, at the discretion of the ESD, fees for coffee may still apply.

15. Fees may include the following:

    - $125 room use fee per room per day or any part thereof.
    - $20 per a room per morning or afternoon for coffee and coffee-maker use.
    - $25 per a room per a day or any part thereof for audio-visual equipment use.

16. The Conference Center kitchen area is limited to catering uses and is not available to ESD staff or guests of the ESD for other uses.

17. Outside groups are required to provide at least 48 hours advance notice of cancellation for conference room reservations. If such cancellation notice is not provided, public groups will forfeit $100.00 of the security deposit, and future use by related institutions or agencies may be restricted by ESD.

18. Registration and display areas are limited to the Conference Center reception area.

19. Staff of ESD do not provide photo copying services unless otherwise agreed. Storage space is not available in the conference rooms.

20. Parking is available both in the ESD parking lot and on surrounding public streets. In neither case

does the ESD accept any responsibility or any loss or damage to the vehicles of groups using ESD facilities.

21. Under no circumstances are smoking, alcohol use, or any illegal activities permitted in any conference room or any other part of ESD facilities. Compliance with ESD policy regarding public conduct on ESD property is required.

22. 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.

23. Permission to use ESD facilities does not imply sponsorship by the ESD or responsibility on its part for the content and/or quality of the program presented.

24. All procedures mentioned in this AR may be modified at the discretion of the ESD Superintendent.