

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE

USE OF OESD 114 FACILITIES

4260P

Application for use of ESD facilities shall be made to the Teaching and Learning Division.

Professional fund raisers representing charities must provide evidence that the fund raiser:

1. Is recognized by the Philanthropic Division of the Better Business Bureau.
2. Is registered and bonded by the state of Washington; and
3. Will give the charity at least sixty (60) percent of the gross revenues.

The superintendent and/or designee shall develop a fee schedule applicable for use of ESD facilities.

Reservations

Use of the ESD facility is available to public or private organizations or groups for purposes not inconsistent with the ESD mission. OESD reserves the right to deny facility rentals to organizations or groups that have demonstrated previous disruptive or otherwise unacceptable behavior.

Supervision

Sponsoring organizations shall provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.

A custodian or other authorized staff member must be on the premises when any group is using ESD facilities. ESD staff will be responsible for building security and ensuring the security of employee workstations.

Event Hours

Facilities are available Monday through Sunday from 7:30am to 10:00pm. Additional staff charges will apply for events occurring outside of OESD business hours (8:00am to 4:30pm, Monday through Friday). Extended hours may be negotiated.

Alcohol and Tobacco Policy

Alcoholic beverages and illegal drugs shall not be permitted in ESD facilities or an ESD property at any time. Tobacco and marijuana use is prohibited in ESD facilities.

Liability and Insurance

All applicants for use of ESD facilities shall hold the ESD free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent and approved by the board and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

All applicants for use of school facilities shall maintain accident and liability insurance for person using district facilities under the applicant's sponsorship in an amount not less than \$50,000 due to bodily injury or death of one person or at least \$100,000 due to bodily injury or death of two or more persons in any incident. If use of the district's facilities is to be ongoing, the applicant shall provide evidence to the district once every thirty days that the insurance remains in effect.

Audio-Visual Equipment

Use of OESD audio-visual equipment, video-conferencing equipment, computers, or other special needs items must be arranged at the time the facility use agreement is signed. Additional equipment and operator fees may apply.

Presentation Materials

All presenters or groups are responsible for bringing enough materials for their participants.

Rates and Fees

For rental rate purposes, organizations seeking use of OESD 114 facilities have been divided into three categories:

Category I: Educational affiliated entities

Category II: Government entities

Category III: Profit making organization and Business related enterprises

See the attached fee schedule and note that Category I organizations sponsoring a profit making activity will be charged for facility use based upon Category III rates.

Fee Schedule

<u>Room Used/Services</u>	<u>Category I</u>	<u>Category II</u>	<u>Category III</u>
201, 202, 203, 204, A&B	\$0	\$200/Day/Room Minimum \$100/Day/Room 2 Room Combo \$350 3 Room Combo \$500 (Combo Prices are full day; half day use would be 50% of cost)	\$300/Day/Room Minimum \$150/Day/Room 2 Room Combo \$550 3 Room Combo \$800 (Combo Prices are full day; half day use would be 50% of cost)
Board Room	\$0	\$50/Day/Room Minimum \$25/Day	\$150/Day/Room Minimum \$75/Day
Coffee	\$0	\$25	\$25
Pastries	Cost + \$10	User Provided	User Provided
Meals	User Provided	User Provided	User Provided
Clean Up by Custodian	\$0 (unless extra ordinary clean up is required, then \$40 per hour)	\$80	\$80
Before or After Working Hours or Saturday use (business hours are Monday – Friday 8:00 AM – 4:30PM) (in addition to rental fee)	\$40/Hour (charge only if staff or custodian are needed to cover the event)	\$40/Hour (charge only if staff or custodian are needed to cover the event)	\$50/Hour (charge only if staff or custodian are needed to cover the event)
Computer Lab or Video Teleconference Support, after hours support	\$60/Hour	\$60/Hour	\$150/Hour

Fee Distribution:

Rental Fees and Coffee & Pastry Service
Clean-Up Fee
After Hours/Saturday Use Fees
Computer Lab & Video Teleconference Fee

ESD Rental Income Account
ESD Rental Income Account
Department Providing the Service
Department Providing the Service