

## **Use of ESD Facilities by Community Groups**

1. The use of facilities by the High Desert ESD(ESD) Board and staff, or committees thereof, shall take precedence over use by outside groups.
2. The Alyce Hatch Center will generally be available on weekdays between the hours of 4:00 and 11:00 p.m., and on weekends and holidays between the hours of 8:00 a.m. and 11:00 p.m. The Alyce Hatch Center is available for ESD Board and staff, or committees thereof and is not available to outside groups. No facility will be available for overnight use.
3. All requests from or committees thereof for use of Alyce Hatch Center shall be made to the secretary of the Preschool for Developmentally Disabled Children, 1406 NW Juniper, Bend, OR, 97701 (389-5437). The secretary, in consultation with the deputy clerk, may deny requests based on scheduling conflicts, previous violations of agreements or other reasons deemed sufficient.
4. The meeting rooms at the Manzanita Building and the HDESD portion of the RSD offices are generally available on weekdays between the hours of 4:00 and 11:00 p.m., and on weekends and holidays between the hours of 8:00 a.m. and 11:00 p.m. All requests from component districts and community groups will be coordinated through the designated building representative.
5. Upon approval of a request, the building representative shall issue a key to the building to the person responsible. It is the responsibility of the requesting entity (whether ESD staff, component district or community group) to provide a designated person to oversee the event including opening the building, monitoring the meeting, completing the necessary clean-up and assuring that the building is secured after the meeting.
6. It will be the responsibility of the requesting entity to provide, if needed, all refreshments i.e. coffee and/or food and also to complete any subsequent clean-up.
7. Technical assistance, if needed, will be requested from the building representative at the time of scheduling. If the meeting is scheduled before or after normal working hours a charge for the technical assistance will be levied.
8. The ESD may enter into long-term agreements with community groups. However, the district may preempt scheduled usage for district purposes, and with reasonable notice, may cancel long-term agreements.
9. Community groups using an ESD facility shall leave the facility clean and in good condition. No alcoholic beverages or other drugs will be allowed in the building or on its property. A user group shall be responsible for any damage to the facility or its furnishings that results from its use of the building. Key must be returned the day following use of the building.