

5.00 COMMUNITY

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5.01 Open Records

The records of Northwest Technology Center, except those records specifically exempted in the Oklahoma Open Records Act, shall be open to the public for inspection during office hours and in the presence of a designated employee.

Copies of records will be produced at a per page price established by the business office to cover reproduction expenses and staff search and copying time.

No fees for search or copying shall be applicable when the use and release of documents is in the public interest as specified in the Open Records Act.

Persons requesting copies must sign a copy request form and pay in advance for the copies requested, pursuant to the fee schedule.

O.S. 51-24A.1-27 (Oklahoma School Law 526)

5.02 Request for Use of Facilities

Education and training activities conducted, sponsored or co-sponsored by Northwest Technology Center have first priority in uses of facilities. Groups, organizations, businesses, etc., may be granted permission to use district owned facilities under the following conditions:

1. Room use will be scheduled through the Assistant Superintendent at each campus based upon space available; school use has priority over all outside groups, organizations, businesses, etc.
2. Businesses requesting to use school facilities will be required to pay a Facility Use Fee.
3. Organizations, groups, etc., whose primary function is education/training, community service or similar purposes may use school facilities and are exempt from the Facility Use Fee. Groups exempt from the fee should have non-profit status either legally or in practice.
4. Interactive Educational Television (IETV) transmissions at each campus are available to send or receive classes, seminars, meetings, etc., by agencies, businesses or organizations. Fees and requirements for use of IETV transmissions are denoted in a fee schedule in the Administrative Regulations.
5. Any group, organization, business, etc., using school facilities agrees to assume full liability for any damages to equipment, furniture or facilities.
6. All non-school groups, organizations, businesses, etc., using school facilities may be assessed additional fees for proctors, custodians, coffee, duplication costs, etc., contingent upon the type of meeting, scheduled time, etc.
7. A refundable deposit may be required to schedule the use of facilities at Northwest Technology Center.
8. A complete fee schedule is outlined in the Administrative Regulations.
9. Northwest Technology Center reserves the right to cancel or reschedule programs when necessary because of conflicting school activities, or to maintain the integrity of the education and training mission of the school, or for any reason that cancellation would be in the best interests of the school.