

Videoconferencing System Regulations and Procedures

Priority

1. 7:00 AM – 4:30 PM Monday – Friday: in order of priority
 - a. KFCS classes, programs, meetings, and continuing education opportunities
 - b. Other state sponsored K-12 programming
 - c. Oregon University System programming
 - d. Other educational programming from higher education entities
 - e. Community-based classes and programming
2. 4:00 PM – 10:00 PM Monday – Friday: in order of priority
 - a. On-going classes and programming
 - b. Short-term events, e.g. multi-day workshops
 - c. One-time events and programming

Network "Bumping"

The Klamath Falls City Schools reserves the right to bump, or otherwise interrupt, previously scheduled programming and events in order to regain network use for programming and events designated as higher priority. Users will be notified in advance of the schedule readjustment of the district's "intent to bump," at the earliest possible date.

Contracts

No contract will be signed between the Klamath Falls City Schools and another party for use of videoconferencing resources that will extend beyond one year. All assigned fees and contracts for use are subject to approval by the Business Manager of Klamath Falls City Schools.

Fee Structure

1. K-12 users No Fee
2. K-12 users outside of Jackson ESD district \$25/hour
3. Oregon University System users \$35/hour
4. Other Higher Education use \$50/hour
5. Other State/Local government agency use \$35/hour
6. Not-for-Profit Community Use \$CALL
7. Community Use \$75/hou
8. All extra connection costs (ISDN, point-to-point etc.) will be the financial responsibility of the user.

Additional charges for technical assistance and staff support may be included in contracts with users of the videoconferencing system. Such charges will be agreed upon before invoiced.

Full payment of charges for use of the room and equipment must be received by the Klamath Falls City Schools within seven (7) days of confirmation of the program. If cancellation is received fourteen (14) days prior to the scheduled date, a refund of the charges will be given.

Cancellation with less than fourteen (14) days notice will be refunded 50% of the charges. All assigned fees and contracts for use are subject to approval by the Business Manager of Klamath Falls City Schools.

Application to Request Use of Videoconferencing Facility and Resources

Contact the Business Manager of Klamath Falls City Schools at (541) 883-4703 for an *Application For Use of School Facilities* form.