

**WAC 495A-140-100 Application procedures.** (1) At least seven working days prior to the date of intended use of any college facility, an authorized representative of the requesting organization must submit proper and complete written application which may be obtained through the college's office of the executive director of facilities and operations.

The college policies and procedures must be followed accordingly.

(2) The college reserves the right to make pricing changes without prior written notice.

(3) Use of a facility is limited to the facilities specified on the agreement.

(4) The priorities for facility use place primary emphasis on regular college events and activities. The president or designee reserves the right to cancel any permit and refund any payments for use of college facilities and equipment when they deem such action advisable and in the college's best interests.

(5) In the event of a cancellation of a facility use permit by the applicant, that organization is liable for all college costs and expenses in preparing the facility for its use.

(6) Any admission charge is to be specified and preapproved by the college.

(7) Organizations using Bates Technical College's facilities shall conduct all activities in accordance with applicable local, state, and federal laws including all rules adopted by the board of trustees.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 19-20-048, § 495A-140-100, filed 9/25/19, effective 10/26/19. Statutory Authority: RCW 28B.10.140, 42.30.075, chapter 34.05 RCW and 1991 c 238. WSR 92-12-017, § 495A-140-100, filed 5/26/92, effective 6/26/92.]