

TRANSMITTAL OF RULES ADOPTED BY INSTRUCTION OF HIGHER EDUCATION
(Instruction for Completion of Back of Page)

FROM: Big Bend Community College
(Name of Institution)

TO: CODE REVISER
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)
Olympia 98504

The enclosed Permanent rules
Emergency rules , being order No. 73-4

relating to (Name of rules or description of subject matter)

Regulations regarding Bookstore Operating Procedures, WAC 132R-144; Food Services Policies, WAC 132R-160; Academic Transcripts, WAC 132R-132; Off-Campus Housing, WAC 132R-156; Traffic & Parking Regs for Bicycles, Motorcycles & Motorscooters, WAC 132R-188; Traffic & Parking Regs, WAC 132R-116; Library Policies, WAC 132R-150; Swimming Pool & Diving Regs, WAC 132R-140; Use of College Facilities, Equipment & Supplies, WAC 132R-136; and Residence Housing Policies, WAC 132R-158

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 3865 ① filed with the code reviser on Feb. 7, 1973 ② were regularly adopted as permanent rules of this institution at Big Bend Com. College on March 6, and are herewith filed in the office of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules shall be _____ . ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of these rules is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to the public interest, were regularly adopted as emergency rules of this institution at _____ on _____ and are herewith filed in the office of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s. c 57).

The undersigned hereby certifies that the requirements of chapter 28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been fulfilled.

Dated this _____ 20th _____ day of March 1973.

STATE OF WASHINGTON
FILED
MAR 23 1973
CODE REVISER'S OFFICE
DOCKET # 4015 FILE # 1

BOARD OF TRUSTEES
BIG BEND COMMUNITY COLLEGE
(AGENCY)
John E. Lampson
By JOHN E. LAMPSON, Asst Atty Gen
1305 ONB Bldg.,
Spokane, Washington 99201
Title _____

Effective 9/7/71

[Form CR-5]

- ① Notice number as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use no. of last notice)
- ② Stamped date as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use date of last notice)
- ③ Unless a later date is specified in this order or is prescribed in another statute, rules are effective 30 days after filing: RCW 28B.19.050(2) (1971 1st ex.s. c 57 §5 (2)). Leave this space blank except in such special cases.

RESOLUTION

COMMUNITY COLLEGE DISTRICT NO. 18
BIG BEND COMMUNITY COLLEGE

RESOLUTION NO. 73-4

WHEREAS, pursuant to the powers vested in us by RCW 28B.50.140, and because of the requirements of RCW 28B.19, we, the Board of Trustees for Washington State Community College District No. 18 do hereby expressly find that the preservation of the general welfare of Big Bend Community College requires an immediate adoption of rules and regulations governing the conduct of the same Community College.

NOW, THEREFORE, BE IT RESOLVED that the following rules and regulations are hereby adopted as rules and regulations of Big Bend Community College:

- | | |
|--------------|---|
| WAC 132R-144 | Bookstore Operating Procedures |
| WAC 132R-160 | Food Services Policies |
| WAC 132R-132 | Academic Transcripts |
| WAC 132R-156 | Off-Campus Housing |
| WAC 132R-188 | Traffic and Parking Regulations for
Bicycles, Motorcycles, and Motorscooters |
| WAC 132R-116 | Traffic and Parking Regulations |
| WAC 132R-150 | Library Policies |
| WAC 132R-140 | Swimming Pool and Diving Regulations |
| WAC 132R-136 | Use of College Facilities, Equipment,
and supplies |
| WAC 132R-158 | Residence Housing Policies |

BE IT FURTHER RESOLVED that this Resolution be necessary for the immediate preservation of the public peace, health, safety, and support of Community College District No. 18, and the above rules and regulations are hereby adopted pursuant to RCW 28B.19, and shall be immediately forwarded to the Office of the Code Reviser, and shall be effective upon receipt by the Code Reviser.

ADOPTED at a regular meeting of the Board of Trustees of Community College

District No. 18, State of Washington, on March 6, 1973 with a quorum of such Board members duly present after notice of such meeting had been duly given.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 18


Chairman

ATTEST:

Secretary

COMMUNITY COLLEGE DISTRICT NO. 18

BIG BEND COMMUNITY COLLEGE

CHAPTER 132R-144

BOOKSTORE OPERATING PROCEDURES

new WAC 132R-144-010 BIG BEND COMMUNITY COLLEGE BOOKSTORE
OPERATING PROCEDURES. (1) The bookstore at Big Bend Community College is operated primarily for the convenience of the students at Big Bend Community College, but will also serve the needs of the faculty, staff, and community.

(2) The opening and closing hours of the college bookstore are established by the bookstore manager. Changes in operating hours or schedules will be preceded by notices posted conspicuously in the bookstore for seven (7) calendar days before the change takes effect.

(3) Entering customers are required to leave their books and brief cases at the entrance to the bookstore on the shelves provided.

new WAC 132R-144-020 RETURN AND REFUND POLICY. (1) Defective merchandise may be returned within a reasonable time for replacement or refund at the discretion of the bookstore manager.

(2) New books may be returned for refund on specified dates as established and posted by the bookstore manager. The proper "drop-card" and sales slip must be presented.

(3) Exceptions to the above are subject to the discretion of the bookstore manager.

new WAC 132R-144-030 BIG BEND COMMUNITY COLLEGE BOOKSTORE
CREDIT POLICIES. The Big Bend Community College bookstore will not establish personal charge accounts or extend personal credit.

new WAC 132R-144-040 BIG BEND COMMUNITY COLLEGE BOOKSTORE
PRICING POLICIES. (1) The bookstore will supply books and supplies at the established retail rate.

(2) Complimentary copies of books will not be furnished to faculty.

(3) No discounts will be given to specific individuals.

COMMUNITY COLLEGE DISTRICT NO. 18

BIG BEND COMMUNITY COLLEGE

CHAPTER 132R-160

FOOD SERVICE POLICIES

new WAC 132R-160-010 MEAL TICKETS. All dorm students must purchase meal tickets. It is of the utmost importance that your meal ticket be on your person at all times. It must be presented to the ticket checker to be marked at each meal. Each ticket is "non-transferable". This means that you are the only person eligible to use the assigned ticket. Students permitting non-meal ticket holders to share the privileges of a meal ticket will have their meal tickets voided. There will be a charge for a duplicate of a lost, stolen, or suspended meal ticket. All dorm students must have a valid meal ticket. Non-dorm students may purchase a meal ticket.

new WAC 132R-160-020 DINING ETIQUETTE. (1) When returning for an entree, go to the end of the seconds line and bring back your original plate. Merge with the first line on an every other one basis.

(2) No more than two glasses per tray.

(3) Juice, coffee, and soft drink machines are for use during meal time after going through the serving line. Beverages are free with your meal only.

(4) No food or beverage will leave the cafeteria at any time, except for sick trays. Return trays and dishes to dishwashers as soon as you have finished.

(5) No cutting in line while waiting to be served. Offender's meal tickets may be suspended for a few days with charge to reinstate suspended meal ticket.

(6) The kitchen is off limits to all residents.

(7) No smoking when being served.

(8) Shouting, running and physical games are not permitted in the dining hall.

(9) Foot wear and shirts must be worn at all times by individuals utilizing the dining hall facilities.

(10) Pets are not permitted in dining areas.

new WAC 132R-160-030 SACK LUNCHES. Sack lunches are provided to those who miss meals due to employment class conflicts, or college-sponsored trips and upon approval of the food service manager. Please request one day in advance in writing. Generally the lunch will be available by 8:00 a.m. In the event you have not picked up a lunch requested, your name will be dropped from the list and you will be ineligible to obtain sack lunches in the future.

new WAC 132R-160-040 SICK TRAYS. Sick trays will be sent to the dormitories for students who are ill, if written permission is received from the resident director. A refundable deposit is required for each tray that leaves the cafeteria. The person signing the sick tray out must return same and collect the deposit.

COMMUNITY COLLEGE DISTRICT NO. 18

BIG BEND COMMUNITY COLLEGE

CHAPTER 132R-132

ACADEMIC TRANSCRIPTS

new WAC 132R-132-010 TRANSCRIPTS OF RECORDS. Official transcripts of credit will be issued by the Big Bend Community College office of the registrar free of charge.

new WAC 132R-132-020 USE OF STUDENT RECORDS. (1) Objective information of a public nature will be provided without a signed release by the student. Public information shall include student name, address, dates of attendance, current enrollment status, degree(s) received, and other schools attended.
 (2) Information of a private nature will not be released without the written authorization of the student.

COMMUNITY COLLEGE DISTRICT NO. 18

BIG BEND COMMUNITY COLLEGE

CHAPTER 132R-156

OFF-CAMPUS HOUSING

new

WAC 132R-156-010 LISTING. Lists of off-campus rooms and apartments are made available to any student in the office of the registrar. Listings of off-campus accommodations are made without reference to race, creed, or national origin.

new

WAC 132R-156-020 POLICY OF NONDISCRIMINATION. The office of the registrar of Big Bend Community College will not list off-campus accommodations unless the operators agree to the policy of nondiscrimination.

new

WAC 132R-156-030 RESPONSIBILITY. The properties are listed as the owners or operators describe them; the college assumes no responsibility for their condition or suitability.

COMMUNITY COLLEGE DISTRICT NO. 18

BIG BEND COMMUNITY COLLEGE

CHAPTER 132R-118

TRAFFIC AND PARKING REGULATIONS FOR
BICYCLES, MOTORCYCLES, AND MOTORSCOOTERS

new WAC 132R-118-010 PURPOSE. The primary objective of the rules and regulations set forth in this chapter is to provide safety, traffic, and parking controls for the use of bicycles, motorcycles, and motorscooters upon all state lands devoted to the educational, recreational, and living activities of Big Bend Community College.

new WAC 132R-118-020 BICYCLES, MOTORCYCLES, AND MOTORSCOOTERS DEFINED. A bicycle shall be, for the purposes of this section, any vehicle with three (3) or less wheels and containing a saddle seat, and which is not motor driven. Any vehicle with three (3) or less wheels and containing a saddle seat, and which is motor driven is considered a motorcycle or motor-scooter for the purposes of this section.

new , WAC 132R-118-030 APPLICABLE RULES AND REGULATIONS. The safety, traffic, and parking regulations for bicycles, motorcycles, and motorscooters which are applicable upon the campus of Big Bend Community College are as follows:

- (1) The motor vehicle and other traffic laws of the state of Washington;
- (2) Special regulations set forth in this chapter.

new WAC 132R-118-040 OPERATION OF BICYCLES, MOTORCYCLES, AND MOTORSCOOTERS. (1) No bicycle, motorcycle, or motorscooter may be operated on sidewalks, walkways, lawns, or other property not set aside for such purposes on the Big Bend Community College campus; except that all bicycles, motorcycles, and motorscooters owned and operated by the college shall be exempt from this provision.

(2) Bicycles, motorcycles, and motorscooters may be operated any place where automobiles or other motor vehicles are permitted.

new WAC 132R-118-050 PARKING REGULATIONS. Motorcycles and motorscooters may be parked, with permit, in any parking lot on the campus of the college.

(1) Bicycles must be parked in bicycle racks. At times, rack space may not be available and parking on the grass off the pavement will be permitted if all racks in the vicinity are full.

(2) Bicycles, motorcycles, and motorscooters may be parked in triangular spaces caused by angular parking in a lot.

(3) Bicycles, motorcycles, and motorscooters may not be parked on any lawn, sidewalk, walkway, driveway, service area, against any building, building entrances or exits, nor in a building on the college campus, except as provided in WAC 132R-118-050(1).

(4) Bicycles, motorcycles, and motorscooters not con-

forming to these regulations are subject to citation as are all other vehicles, and may be impounded as provided in WAC 132R-116-200.

(5) Bicycle, motorcycle, and motorscooter regulations will be in effect at all times.

new WAC 132R-118-060 UNAUTHORIZED USE. The use of a bicycle, motorcycle, or motorscooter without the owner's permission, or moving a bicycle, motorcycle, or motorscooter to any unauthorized area is prohibited.

COMMUNITY COLLEGE DISTRICT NO. 18

BIG BEND COMMUNITY COLLEGE

CHAPTER 132R-116

TRAFFIC AND PARKING REGULATIONS

new WAC 132R-116-010 INTRODUCTION. The rules and regulations provided in this chapter have been established by the Board of Trustees of Big Bend Community College acting on behalf of Big Bend Community College to govern vehicular traffic and parking upon all state lands devoted to the educational, recreational, and living activities of Big Bend Community College.

new WAC 132R-116-020 PURPOSES OF REGULATIONS. The purposes of these regulations are:

- (1) To control parking on college owned parking lots.
- (2) To control parking and traffic on all streets bordered on at least one side by college owned or college leased property.
- (3) To assure access at all times for emergency equipment.
- (4) To expedite Big Bend Community College business, protect state property, and provide maximum safety and convenience.
- (5) To provide funds to obtain and maintain suitable campus parking and traffic facilities.

new WAC 132R-116-030 APPLICABLE RULES AND REGULATIONS. The traffic and parking regulations which are applicable upon state lands devoted to the educational, recreational, and housing activities of Big Bend Community College are as follows:

- (1) The motor vehicle and other traffic laws of the state of Washington;
- (2) Special regulations set forth in this chapter.

new WAC 132R-116-040 PERMITS REQUIRED TO PARK ON COLLEGE PROPERTY. Except as provided in subsections (1), (2), and (4) of this section, no student, faculty or staff member shall park upon the campus of Big Bend Community College without a permit issued by the dean of student activities or his authorized designee pursuant to the authority granted by the Board of Trustees of Big Bend Community College.

- (1) Visitors to the campus may park in college parking lots in spaces provided for their use and marked accordingly. Visitors shall secure a guest parking permit from the office of campus safety. These permits shall be issued without charge.
- (2) Vehicles owned by the government of the United States of America, the state of Washington, or any of its political subdivisions, may be parked in any college parking lot without a permit, except that they may not be parked in reserved or handicapped parking spaces.
- (3) No vehicle shall be parked on campus except in those areas set aside as parking places or areas.
- (4) Any vehicles, parking in a college parking lot which requires cash payment to park or which has been set aside for free parking, is not required to display a college parking permit.

new WAC 132R-116-050 DEFINITION OF VALID PARKING PERMIT. A parking permit is a certification of permission to park in designated lots on the Big Bend Community College campus.

(1) The parking permit shall consist of a decal denoting the academic year the vehicle is registered to park.

(2) A guest permit shall consist of a card issued by the receptionist and showing the name of the guest, the type and license number of the vehicle, the parking lot to which assigned, and the expiration date of the permit.

(3) Any parking permit shall be issued subject to the rules and regulations stated herein and shall be displayed on the vehicle in accordance with such rules and regulations.

new WAC 132R-116-060 WHERE TO PURCHASE PERMITS. Permits will be sold at a place to be designated at the beginning of each quarter. Subsequent to the registration period, students and staff may acquire parking permits through the receptionist during normal working hours. Such fees shall be as established from time to time by the Board of Trustees of Big Bend Community College.

new WAC 132R-116-070 DISPLAY OF PERMITS. The parking permit shall be placed as directed. Expired permits shall be removed before the new permit is attached.

(1) Permits not displayed in accordance with the provisions of this section shall not be valid.

(2) Vehicles using straight-in or diagonal parking spaces shall park with the front of the vehicle headed in said spaces or toward the curb.

new WAC 132R-116-080 RESPONSIBILITY OF PERSONS TO WHOM PERMITS ARE ISSUED. The person to whom a permit is issued pursuant to these regulations shall be responsible for all violations of these regulations involving the vehicle for which the permit was issued and to which it was affixed, provided, however, that such responsibility shall not relieve other persons who violate these rules and regulations.

new WAC 132R-116-090 FACULTY AND STAFF PERMITS. Any member of the faculty and any staff member shall be eligible for a faculty and staff parking permit.

(1) Faculty and staff members are restricted to parking in the assigned areas.

(2) Faculty and staff members owning more than one (1) vehicle and wishing to park more than one vehicle on campus will, at the time of original purchase and upon request, be issued more than one parking permit.

new WAC 132R-116-100 STUDENT PERMITS. Students who commute to campus and student living in campus dormitories who wish to park their vehicles on campus must purchase a student permit.

new WAC 132R-116-110 HANDICAPPED PARKING. Spaces or stalls may be set aside in certain parking lots adjacent to campus buildings for the exclusive use of handicapped faculty members, administrative staff, and students whose physical condition makes it difficult to go to and from classes and buildings.

(1) Persons wishing to utilize handicapped parking spaces must register as a handicapped person at the time that the parking permit is issued. The applicant may be required to secure a written statement from a qualified physician outlining the nature of the handicap and recommending preferred parking. Permission to use handicapped parking on a temporary basis shall be extended only for the period of the handicap, and shall be revoked when the person returns to normal health.

new WAC 132R-116-120 VISITORS' PERMITS. Guests, visitors, salesmen, servicemen, vendor representatives, and others doing business with the institution may be issued visitors' permits allowing them to park in designated lots on campus. Such permits are issued without charge at the discretion of the director of student activities or his designee upon request by the owner/operator of the parking vehicle.

(1) Parking on the campus will not be provided to persons intending to make personal solicitations from or personal sales to college employees or students.

(2) Visitors' permits shall not allow the user to park in reserved or handicapped spaces or stalls.

(3) Visitors' permits shall be in the form provided in WAC 132R-116-050(2).

new WAC 132R-116-130 PERMIT REVOCATIONS. Parking permits are the property of the college and may be recalled, revoked, or suspended for violation of any provision of these parking regulations and without right to prior notice or hearing for the following reasons:

(1) When the purpose for which the permit was issued changes or not longer exists, the permit may be revoked.

(2) When a permit is used on an unregistered vehicle or by an unauthorized individual, the permit may be revoked, and the vehicle and/or permit holder shall be subject to citation.

(3) Falsification on a parking permit application shall be grounds for permit revocation.

(4) Continued violations of parking regulations shall be grounds for permit revocation.

(5) Counterfeiting or altering of parking permits shall be grounds for permit revocation.

new WAC 132R-116-140 HEARING PROVIDED. Cancellation or revocation of any parking permit because of any of the causes stated in WAC 132R-116-130(2) through (5) may be appealed to the traffic control board for a hearing. The hearing shall conform to the due process requirements of the Big Bend Community College student code and the decision of the traffic control board shall be final.

new WAC 132R-116-150 ATHLETIC PARKING. Persons attending scheduled intercollegiate athletic events at Big Bend Community College may park in college parking lots during the event, on a "space available" basis and subject to any posted limitations, but no vehicle so parked shall occupy a reserved or handicapped space or stall.

new WAC 132R-116-160 PROHIBITED AREAS. No vehicle shall be parked in any driveway, emergency access, sidewalk, lawn, or any other area not designated as a parking lot. Unless otherwise provided for, no vehicle shall be parked within sixteen (16) feet of any building or structure on the Big Bend Community College campus or in any area where a "no parking" sign is posted.

new WAC 132R-116-170 PARKING WITHIN DESIGNATED SPACES. No vehicle shall be parked so as to occupy any portion of more than one (1) parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.

new WAC 132R-116-180 ABANDONED, DISABLED, AND INOPERATIVE VEHICLES. No disabled or inoperative vehicle shall be parked on the campus for a period in excess of seventy-two (72) hours. Vehicles which have been parked for periods in excess of seventy-two (72) hours and which appear to be disabled or inoperative may be impounded and stored at the expense of either or both the owner and operator thereof. Neither the college nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

new WAC 132R-116-190 IMPOUNDING OF ILLEGALLY PARKED VEHICLES. The director of student activities or his authorized designee may order the impound and storage of any vehicle parked in areas where parking is not allowed, or parked in a space reserved for another vehicle, or illegally parked in a handi-

capped or visitors' space. The impounding and storage shall be at the expense of either or both the owner and operator of the impounded vehicle. Neither the college nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

new WAC 132R-116-200 LIABILITY OF COLLEGE. The college assumes no liability for vehicles parked on college properties. The college rents space to individuals desiring to park on the campus and who purchase a parking permit. However, no bailment is created by the purchase of a permit.

new WAC 132R-116-210 PARKING VIOLATIONS. Parking violations may occur and may result in the issuance of a parking violation citation, impound, or both:

(1) Vehicles not registered and not displaying a valid permit and parked in a parking lot requiring said registration and permit on the Big Bend Community College campus shall be subject to citation.

(2) Vehicles which are registered in accordance with these rules and regulations but which are not displaying a valid parking permit in accordance with said rules and regulations shall be subject to citation.

(3) Vehicles parked in a space or stall reserved by a faculty or staff member shall be subject to citation unless that vehicle is registered for that space or stall.

(4) Vehicles parked in a space or stall reserved for handicapped students and not displaying a handicapped parking permit shall be subject to citation.

(5) Vehicles parked in such a manner as to occupy more than one (1) space or stall shall be subject to citation.

(6) Vehicles parked in an area not specifically posted for parking shall be subject to citation. Vehicles parked in service areas, driveways, loading zones, or areas with yellow curb shall be subject to citation, impound, or both.

(7) Student, faculty, or staff vehicles parked in a space or stall reserved for visitor parking shall be subject to citation.

(8) Vehicles in violation of one or more of these rules and regulations shall be subject to citation on one or more of the violations and may be given more than one citation.

(9) The fact that a particular violation does not appear in this section shall not be construed to mean that the particular violation does not exist, and shall not invalidate a citation lawfully issued, be a defense for the appeal of the citation, nor limit the culpability of the person to whom the citation is issued.

new WAC 132R-116-220 REGULATORY SIGNS. Drivers of vehicles shall obey regulatory signs and signs related to the collection of parking fees posted by the college. Drivers of vehicles shall also comply with directions given them by campus safety

officers or other representatives of the office of campus safety in the control and regulations of traffic and parking.

new WAC 132R-116-230 RULES AND REGULATIONS AVAILABLE. These rules and regulations shall be made available at appropriate locations on campus and shall be available in abbreviated form to all persons securing a parking permit at Big Bend Community College. Not being familiar with, or ignorance of one or more of these rules and regulations shall not constitute a defense for violation of a rule or regulation and shall not limit the culpability of a person to whom the violation citation is issued.

new WAC 132R-116-240 SPECIAL TRAFFIC AND PARKING REGULATIONS AND RESTRICTIONS AUTHORIZED. Upon special occasions causing additional heavy traffic, during emergencies, or during construction of campus facilities, the president of the college, the director of student activities, or their authorized designees, are authorized to impose additional traffic and parking regulations or modify the existing rules and regulations for the achievement of the general objectives provided in WAC 132R-116-020.

new WAC 132R-116-250 EFFECTIVE HOURS OF OPERATION. The traffic and parking regulations shall be effective at all times.

new WAC 132R-116-260 FEES. All faculty, staff, and student vehicles shall be issued parking permits upon payment of the appropriate fees.

new WAC 132R-116-270 FINES. Citations issued to faculty, staff, or students of Big Bend Community College shall be payable in accordance with posted rates. Failure to pay shall be grounds for disciplinary action.

new WAC 132R-116-280 DISPOSITION OF FEES AND FINES. The cashier shall deposit all proceeds from fees and fines collected pursuant to these regulations in the general local fund of the college.

COMMUNITY COLLEGE DISTRICT NO. 18

BIG BEND COMMUNITY COLLEGE

CHAPTER 132R-150

LIBRARY POLICIES

new WAC 132R-150-010 BIG BEND COMMUNITY COLLEGE LIBRARY. The library at Big Bend Community College exists first and foremost to serve the students and faculty. It also serves the rest of the college community, the regional needs of eastern Washington and the General scholarly community.

new WAC 132R-150-020 LIBRARY HOURS. The library is generally open from 8:00 a.m. to 9:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday's. The library will be closed on holidays. These hours are subject to change with advance notice.

new WAC 132R-150-030 INSPECTION. The library shall have the right to inspect packages, brief cases, containers, articles, materials, etc. leaving the building to prevent unauthorized removal of library resources. The inspection may be done by persons or devices designed to detect unauthorized removals.

new WAC 132R-150-040 PROHIBITED ENTRY. The library shall have the right to prevent entry of foods and beverages, animals or other things detrimental to the library purpose.

new WAC 132R-150-050 SMOKING. Smoking is restricted to areas so designated by the head librarian or his or her designee.

new WAC 132R-150-060 GIFTS. The library welcomes the donations of books and other library materials as well as money to be used for the library. Valuation of gifts for tax purposes will be based upon information available in the library and assessment of value incurs no liability of proof by the library. Gifts become library property when accepted and received, and their disposition is a library matter. The college through the Board of Trustees or their designee reserves the right to reject, refuse to accept, or return to the donor any gift made available to the Big Bend Community College library.

new WAC 132R-150-070 LIBRARY BORROWERS. Use of the library as part of a state public institution is the right of any resident of the state; however, borrowing privileges and other services may be limited in order to serve first the primary clientele of students and faculty. Use of the library may be denied to anyone for continuing abuse of library services and resources. Library materials may be circulated to the following:

- (1) Regularly enrolled students either full-time or part-time.
- (2) Faculty members including special categories such as visiting professors.
- (3) Faculty members of public higher education institutions of Washington state.
- (4) Administrative staff (civil service exempt).
- (5) Civil service staff members.
- (6) Spouses of faculty and staff members.
- (7) Friends of library - life members.
- (8) Trustees of Big Bend Community College.
- (9) Libraries and individuals through libraries using inter-library loans.
- (10) School districts, colleges and other responsible agencies, groups and individuals may borrow films on a rental basis. Equipment may be rented if not needed on campus and not otherwise available in the area.

new , WAC 132R-150-080 CONSUMED SUPPLIES. The library has the right to limit supplies consumed in the operation of equipment such as film, tape, and video tape. As required, users shall provide additional supplies at their own expense.

COMMUNITY COLLEGE DISTRICT NO. 18

BIG BEND COMMUNITY COLLEGE

CHAPTER 132R-140

SWIMMING POOL AND DIVING REGULATIONS

new WAC 132R-140-010 SWIMMING POOL REGULATIONS. The swimming pool is operated to provide a safe swimming environment to the students of Big Bend Community College. The swimming pool will only be available to citizens of the community when funds derived from such use are sufficient to cover all expenses that would be incurred in operating the pool under these circumstances. Swimming pool hours will be established prior to the opening of each swimming season. Adequate notice will be given and times will be posted in a conspicuous place. Any changes of these hours will be preceded by adequate notice unless through some health or safety factor, it is necessary to close the pool. Upon being admitted to the pool, it is assumed that all participants agree to abide by the rules and regulations governing the swimming pool. They include the following.

- (1) All persons shall take a shower using soap before entering the pool.
- (2) No person shall be admitted with open sores or cuts, or who has any communicable diseases.
- (3) No person shall deposit any foreign material in the pool.
- (4) No smoking, eating or drinking are allowed in the pool, on the pool deck, or in the dressing rooms.
- (5) No person is allowed in the pool or on the pool deck unless they are dressed for swimming.
- (6) Children under the age of six (6) or less than thirty-six (36) inches in height will not be admitted unless accompanied by an adult.
- (7) No loitering around reception counter, or in dressing rooms.
- (8) No persons allowed in the pool office, check room, filter area, storage room, chlorine room or pool basement except pool personnel and authorized persons.
- (9) No excessive conversations with pool personnel who are on duty during public swim.
- (10) No tampering with or damaging pool equipment or supplies.
- (11) No inner tubes or other floating devices allowed in the pool during public swim.
- (12) No climbing on the fences around the pool, or hanging on safety ropes.
- (13) No running, pushing, or "horseplay" allowed in pool, on pool deck, or in dressing rooms (pushing will mean automatic expulsion).
- (14) No persons allowed in lifeguard chairs except pool personnel.
- (15) No profane language allowed in pool area.
- (16) Lifeguards' instructions shall be strictly followed.
- (17) No actions permitted which are not conducive to good safety practices and good pool procedure.

new WAC 132R-140-020 DIVING RULES. (1) One person on the diving board at a time.

- (2) One person on the diving ladder at a time.
- (3) One bounce allowed per dive.
- (4) Dive straight from the end of the diving board.
- (5) No swimming in the diving area, except when a specific area is reserved by the guard.
- (6) Persons may not wear swimming devices (masks, fins, etc.) while diving.

(7) No person allowed on the diving boards unless they intend to go off.

new
WAC 132R-140-030 PENALTY FOR VIOLATIONS OF THIS CHAPTER.
Persons failing to comply with these rules and regulations may forfeit the right to use the swimming pool and are considered to be trespassing after given notice to leave if they fail to leave the swimming pool and the surrounding vicinity.

COMMUNITY COLLEGE DISTRICT NO. 18

BIG BEND COMMUNITY COLLEGE

CHAPTER 132R-136

USE OF COLLEGE
FACILITIES, EQUIPMENT AND SUPPLIES

new WAC 132R-136-010 POLICIES FOR USE OF COLLEGE FACILITIES, EQUIPMENT AND SUPPLIES. Big Bend Community College seeks to make its facilities available for community use as long as such activities do not interfere with the regular functions of the college.

new WAC 132R-136-020 GROUPS ELIGIBLE TO USE COLLEGE FACILITIES, EQUIPMENT AND SUPPLIES. College facilities may be available for convention and professional meetings of private corporations, businesses, or non-school professional groups. Appropriate charges will be made for the use of all college facilities, equipment and supplies, as indicated on the current fee schedule; provided that college facilities may not be used for public dances; and further provided that, college facilities may not be used by religious groups or political groups if such use interferes with the educational process.

new WAC 132R-136-030 PLACEMENT SERVICE. (1) Big Bend Community College attempts to assist students in finding employment both on campus and off campus. Prospective employers may list vacancies in the placement office providing the employer complies with the Fair Employment Act. The placement service is also available to alumni of Big Bend Community College.

(2) The placement office is a service of both employees and employers. Big Bend Community College assumes no responsibility beyond providing for the opportunity for contact between the employees and employers.

new WAC 132R-136-040 APPLICATION FOR USE OF COLLEGE FACILITIES. Applications for use of college facilities are available through the office of the dean of student personnel services and must be completed and returned to this office at least two weeks prior to the event. Approval of any rental request will depend in part on the amount of space available.

new WAC 132R-136-050 USE OF COLLEGE SUPPLIES. College supplies, including stationery and postage are for official college use only. They are not available to the general public. The associated student body of Big Bend Community College has its own stationery which is also for official student body use only.

COMMUNITY COLLEGE DISTRICT NO. 18

BIG BEND COMMUNITY COLLEGE

CHAPTER 132R-158

RESIDENCE HOUSING POLICIES

new WAC 132R-158-010 BIG BEND COMMUNITY COLLEGE DORMITORY POLICIES. All residents in Big Bend Community College dormitories are subject to the rules and regulations found herein. Authorized persons in college-hosted programs (eg. Japanese agriculture training program, upward bound, workshops, etc.) may establish further regulations subject to approval of the resident director and/or dean of students. When visiting a special program dorm area, all residents and guests are expected to abide by the rules established by that program.

new WAC 132R-158-020 APPLICATIONS TO BIG BEND COMMUNITY COLLEGE DORMITORIES. Applications will be sent to interested students on request and should be returned as soon as possible, as room assignments are based on date of receipt of the application. This form should be returned together with a check or money order in the amount of \$25.00 for reservations and damage deposit. Applications must be returned at least fifteen (15) days prior to occupancy in order to be assured of a room. Please return the forms and money to the cashier, Big Bend Community College, Moses Lake, Washington 98837.

new WAC 132R-158-030 LINEN EXCHANGE. Pillow cases and sheets furnished by the college will be exchanged on a weekly basis at a designated linen closet. Soiled pillow cases and sheets must be folded and handed to the person conducting the linen exchange so they can be issued for each piece of dirty linen turned in. Those missing the exchange must notify the resident director or sponsor in writing to arrange a later exchange.

new WAC 132R-158-040 CHECK OUT PROCEDURE. Students not returning the next quarter in order to be eligible for a security deposit refund must follow the dorm check out procedure. A student withdrawing from a residence hall at any time including departure at the end of the year will proceed as follows:

- (1) Inform the resident director of his intention at least two (2) days in advance, and make an appointment for a room check.
- (2) Rooms will be swept clean, all waste paper baskets emptied, pictures removed from walls, contents removed from drawers and closets.
- (3) Check in linen and have room inspected for cleanliness and damages. If this is not done, the college findings will prevail.
- (4) Turn in meal ticket and key.
- (5) Leave forwarding address, otherwise mail will be forwarded to your home address.
- (6) Close windows, secure screens in place, raise venetian blinds approximately one foot.
- (7) In order to be eligible for a refund, students must notify resident director of intentions to not return winter quarter by December 1, and for spring quarter by March 1, as per paragraph 5, dorm contract, and be checked out of their

room on or before the last day of finals.

(8) Students not expecting to return to the dorm the following quarter must check out at the end of the quarter. Those who do not turn in any bed linen, and/or leave personal belongings in rooms between quarters, and then check out, will be charged a storage fee from the last day of class of the previous quarter through the date of check out.

new WAC 132R-158-050 VACATING DORMS BETWEEN QUARTERS. Returning students may leave their personal belongings in their room between quarters. At the end of each quarter, dorm students must turn in pillow cases, sheets, and keys. They will be reissued the following quarter by presenting the quarter dorm fees. Dormitories are closed between quarters. Dorm students staying over from the previous quarter may wish to take advantage of the partial payment option for winter and spring quarters. The option is paying one-half (1/2) of the dorm fee before classes start or before linen and keys are returned for the next quarter. The remaining unpaid balance (one-half (1/2) dorm fee) must be paid within thirty (30) days from the start of class or the meal ticket will be suspended and parents notified. If remaining balance is not paid within the thirty (30) day period, an additional charge will be made to reinstate suspended meal tickets. Student must vacate the dorm if remainder is not paid five (5) days after it is delinquent.

new WAC 132R-158-060 SINGLE ROOM. Single rooms are available at extra cost with priority given to longest term residents. Single rooms are double rooms with one occupant. Residents of single rooms are responsible for all the furniture in the room and all furniture must be kept in the room. When checking out of a single room, the occupant will be responsible for having it ready to accept two occupants.

new WAC 132R-158-070 GENERAL RESPONSIBILITY FOR DISCIPLINE. Any infraction of college or dormitory policies will be reviewed by a board of control with the resident director. Resident infractions are also subject to referral to the dean of students. Accommodations are made available to all students without regard to race, color, or national origin.

new WAC 132R-158-080 COMMUNITY OR GROUP DAMAGE. Damage in lounges, laundry rooms, stairways, hallways, bathrooms, and college buses in which individuals cannot be located to assess damages will be pro-rated to all residents. This also includes exterior of the buildings as well as the walkway leading from the dorm to the N.U.B. Deductions from individual deposits are not to exceed \$5.00 per quarter.

new WAC 132R-158-090 POSSIBLE DISCIPLINARY PENALTIES.

(1) Disciplinary penalties will be determined by a board of control in case of dormitory or cafeteria policy infraction.

(2) A residence hall occupant who loses his student status must vacate the dorm within forty-eight (48) hours after the loss of that status.

(3) The student may either be given a warning on his first infraction of dorm, dining room, or college policy rule, or disciplinary action may be initiated on the first offense.

(4) The student will be referred to the dean of students when an infraction of college policy has occurred. Possible action or combination of actions are:

(a) Change in room assignment.

(b) Be in housing by 8:00 p.m. and restricted to student's dorm room.

(c) Disciplinary probation.

(d) Be refused admittance to the dormitory the following quarter.

(e) Dismissal from the dormitory. In this case parents or guardian of minor students will be notified.

(f) Expelled from the college. In this case parents or guardian of minor students will be notified.

new WAC 132R-158-100 OVERNIGHT AND WEEKEND PERMISSION. When

a resident plans to leave the college overnight or for a weekend, he is strongly encouraged to inform the resident director in writing, as to where he is going, and what time he expects to leave and approximately what time he expects to return. In this way the resident director and his staff can serve a helping relationship in case of an accident or emergency.

new WAC 132R-158-110 GUESTS. Permission to have guests

overnight in the dormitory will be only after registering the guest with the resident director. There will be a charge of \$1.50 per evening for the privilege of having a guest, unless a sleeping bag is provided, then no charge is made. Resident's guests are to abide by all dorm, cafeteria, and college policies while on campus and are the responsibility of the dorm resident host. A \$2.00 charge is made for non-registered guests, to be paid by dorm resident providing the room. Guests may not stay in the dormitory for more than three (3) nights in any one week.

new WAC 132R-158-120 FIREARMS. Firearms, airguns, and ex-

plosives (including fire crackers, etc.) are not allowed in living quarters. Weapons, ammunition, and hunting knives or any knife with a blade over 3 1/2 inches long brought to the dormitory must be checked in with the resident director and can be signed out upon request. Students under twenty-one (21) must have written permission from parents to have weapons. Hand guns are not permitted under any circumstances. Firearms are not to be cleaned in the residence halls.

new WAC 132R-158-130 ROOM INSPECTION. Residents are responsible for keeping rooms clean and orderly at all times. There will be a monthly, or as often as deemed necessary, room inspection to check dorm furniture, check for fire hazards, and health hazards. Also, campus maintenance men may enter rooms to perform maintenance.

new WAC 132R-158-140 ROOM KEY. A room key will be issued to all residents and must be turned in at the end of the quarter. In the event a key is lost, there will be a \$5.00 key charge for replacement and changing locks. All keys are the property of the management and are not to be duplicated for any reason.

new WAC 132R-158-150 PETS. Pets are not allowed in any Big Bend Community College dormitory.

new WAC 132R-158-160 MOVING FROM ONE ROOM TO ANOTHER. Moves will be permitted only upon approval by the resident director. One free move may be made during the third week of the quarter upon giving three (3) day's notice to resident director in writing. A charge of \$3.00 will be made for each move thereafter. The standard check out procedure will be followed. Students may change roommates between quarters by indicating so in writing at the end of the previous quarter.

new WAC 132R-158-170 QUIET HOURS. (1) All residents and guests must observe quiet hours. "Quiet hours" are defined as that time when noise is kept to a minimum in hallways, individual rooms, and the immediate area outside the dorms. Shouting, running, and physical games are not permitted in dormitories or dining hall. To accord each individual the studious atmosphere befitting a college, Viking Hall maintains these quiet hours:

Sunday through Thursday - 7:00 p.m. to 7:00 a.m. record players, tape recorders and radios may be played softly from 7:00 p.m. to 10:00 p.m. After 10:00 p.m. until 7:00 a.m. record players, tape recorders, individual T.V. sets and radios must be turned off. Friday and Saturdays - 11:00 p.m. to 8:30 a.m. During this period record players, tape recorders, individual T.V. sets and radios must be turned off. Final exam week quiet hours are in effect twenty-four (24) hours a day.

(2) No voice or instrument practice may be carried on in the residence area.

(3) Violators are subject to fines which are deposited to the Viking Hall club account or other disciplinary action may be taken.

(4) Typewriter pads or sponges must be used between typewriter and desk to help keep noise level down to a minimum.

(5) Head sets are highly recommended for avid stereo fans.

new WAC 132R-158-180 LAUNDRY FACILITIES. Dorm residents only are permitted to use laundry facilities located in the dorms. Free automatic washing machines and dryers are available in the basement of each resident dorm. Students are expected to clean up the machines and laundry room when finished.

new WAC 132R-158-190 VIOLATIONS. Violations of any rule contained in this chapter as now existing or hereinafter amended shall be grounds for disciplinary action.