

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: CLARK COLLEGE
(Name of Institution)

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

The enclosed rules Permanent rules Emergency rules, being Order No. 77-3-b
relating to (Name of rules or description of subject matter)

- RENTAL REGULATIONS: 1) WAC 132N-144-010 BOARD POLICY STATEMENT-RENTAL REGULATIONS;
- 2) WAC 132N-144-020 ADMINISTRATIVE PROCEDURES--RENTAL REGULATIONS(CAMPUS FACILITIES)

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

pursuant to Notice No. 7543 (1) filed with the code reviser on April 27, 1977 (2) were regularly adopted as permanent rules of this institution at Clark College AD 011 on 6/21/77 and are herewith filed in the office of the code reviser pursuant to chapter 28B.19 RCW. The effective date of such rules shall be _____ (3)

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

pursuant to its finding in the attached administrative order, 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.

The undersigned hereby certifies that the requirements of chapter 28B.19 RCW and of the Open Public Meetings Act of 1971, chapter 42.30 RCW have been fulfilled.

Dated this 21st day of June 19 77.

STATE OF WASHINGTON

FILED

AUG 29 1977

CODE REVISER'S OFFICE

DOCKET # 8420 FILE # 1

CLARK COLLEGE

(INSTITUTION)

Richard A. Jones

By Richard A. Jones

President

Title

- (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). Leave this space blank except in such special cases.

NEW SECTION

WAC 132N-144-010 BOARD POLICY STATEMENT—RENTAL REGULATIONS (CAMPUS FACILITIES). Clark College is committed to providing quality educational and cultural services to the people of its district. On this basis, campus facilities are made available for use by non-profit organizations conducting educational, cultural, civic or community activities. College related activities of an educational, cultural or community service nature shall be given first priority consideration for the use of college facilities. Exemptions to the rental fee must be authorized by the president, or designee, if deemed to be in the best interests of Clark College, its faculty, staff or students.

The contractee shall accept full responsibility for liability claims of personal injury or personal theft, and shall be responsible to the college for any destruction, mutilation, theft or damage to college property. Every contract for the use of campus facilities shall contain a provision recognizing acceptance of responsibility.

College facilities may not be used for religious worship, exercise, or instruction (Washington state Constitution, Article 1, section 2). College facilities may not be used for private or commercial benefit unless the activities are for educational purposes or have been explored or undertaken at the request of an appropriate college unit and have received approval of the president, or designee. College facilities may not be used in ways which interfere with the college's teaching, research, public service or support programs or interfere with the flow of pedestrian or vehicular traffic.

NEW SECTION

WAC 132N-144-020 ADMINISTRATIVE PROCEDURES—RENTAL REGULATIONS (CAMPUS FACILITIES). (1) Arrangements and Conditions. Outside groups making arrangements to reserve facilities are to make them with the student center office, Gaiser Hall. Outside groups using campus facilities on weekends and school holidays must pay custodial services for a minimum of four hours and off-period heating costs. The only exception will be when a faculty member or administrator is designated as the person responsible for damage or theft of equipment and/or facilities and no special clean-up or set-up services are required.

If special clean-up and/or set-up services are required, the outside group will be billed for extra custodial services.

The outside groups must name one person responsible for any theft or damage to equipment and/or facilities.

All reservation commitments will not be final until approved by the Director of Student Services and Auxiliary Enterprises.

Financial negotiations with regard to custodial expense and rental expense is the responsibility of the Director of Student Services and Auxiliary Enterprises.

Under normal circumstances, the college is obliged to charge a basic rental fee plus any "out-of-pocket" costs. However, related college groups may be allowed the use of facilities without charge at the discretion of college officials, provided the college is not liable for, or incurs any additional expense or liability by reason of said use. Under most circumstances any group, including college related groups (except student clubs or organizations) using facilities for fund raising activities will be required to pay the minimum rental fee.

(2) Food Service. All food service shall be arranged with the Director of Student Services and Auxiliary Enterprises. In providing food service for any outside organization, the college will not compete with regular commercial enterprises able to provide such services.

(3) Supervision. A custodian or other authorized representative of the College must be on duty when facilities are being used by any

organization. The Student Programs Office is responsible for supervising all school events; club advisors are responsible for supervising club events; and a faculty or staff member is responsible for supervising or providing acceptable supervision of meetings or events which he or she has scheduled. Ordinarily, faculty or staff members are responsible for the supervision of meetings or events sponsored by groups or organizations of which they are members and/or active supporters.

The College may hire one of its faculty or staff members to supervise a meeting or event not otherwise described above. The charge for such services will be added to the facilities use contract, along with the basic rental fee and "out-of-pocket" costs

(4) Minimum Fee Schedule.

- Student Center or Gymnasium
 \$30 minimum, or .10 per person
 whichever is greater. (Evening)
- \$50 minimum, or .10 per person
 whichever is greater. (Full Day)
- Penguin Playhouse
 \$25
- Faculty Dining Room
 \$10 (Evening) \$20 (Full Day)
- Foster Hall
 \$10 (Evening) \$20 (Full Day)
- ET 201, 202
 \$10 (Evening) \$20 (Full Day)
- Classroom \$ 5 (Evening) \$10 (Full Day)
- Den (Gaiser Hall)
 \$10 (Evening) \$20 (Full Day)
- Conference Rooms and Alcoves
 (Gaiser Hall)
 \$ 5 (Evening) \$10 (Full Day)
- Public Address System
 \$ 3.50

These basic rental rates shall cover utilities except for off-period heating costs, depreciation and regularly scheduled cleaning.

The Director of Student Services and Auxiliary Enterprises will normally require a signed contractual agreement.

Exceptions to the above procedures may be made by the president or designee.