

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: COMMUNITY COLLEGE DISTRICT VIII
(Name of Institution)

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

The enclosed rules Permanent rules , being Order No. 28
Emergency rules
relating to (Name of rules or description of subject matter)

FEES RELATING TO SPECIAL FACILITY RENTAL AND ADDITIONAL SERVICES FOR COMMUNITY COLLEGE DISTRICT VIII.

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

pursuant to Notice No. 5112 ① filed with the code reviser
on 2-11-75 ② were regularly adopted as permanent rules of
(date)
this institution at Bellevue Community College 3-4-75 and are herewith
(place) (date)
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
(place) (date)
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 _____ 5th _____ day of _____ March _____ 1975.

STATE OF WASHINGTON
FILED
MAR - 7 1975
CODE REVISER'S OFFICE
DOCKET # 30 FILE # 7

COMMUNITY COLLEGE DISTRICT VIII
(INSTITUTION)
Merle E. Landerholm
By Merle E. Landerholm
Secretary, Board of Trustees
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.

STATE OF WASHINGTON
COMMUNITY COLLEGE DISTRICT VIII
BOARD OF TRUSTEES

RESOLUTION NO. 55

Administrative Order 28

A RESOLUTION relating to the adoption of permanent rules for Fees Relating to Special Facility Rental and Additional Services for Community College District VIII.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON:

WAC 132H-140-010 through Wac 132H-140-060 FEES RELATING TO SPECIAL FACILITY RENTAL AND ADDITIONAL SERVICES FOR COMMUNITY COLLEGE DISTRICT VIII (Permanent Rules) are hereby adopted.

APPROVED AND ADOPTED March 4, 1975.

BOARD OF TRUSTEES

Absent

Roy S. Peterson, Chairman

Harriet S. Jaquette
Harriet S. Jaquette, Vice-Chairman

Neil L. McReynolds
Neil L. McReynolds, Member

C. W. Duffy
C. W. Duffy, Member

Delores E. Teutsch
Delores E. Teutsch, Member

ATTEST:

Merle E. Landerholm

Merle E. Landerholm
Secretary, Board of Trustees

Chapter 132H-140
FEES RELATING TO SPECIAL FACILITY RENTAL
AND
ADDITIONAL SERVICES FOR COMMUNITY COLLEGE DISTRICT VIII

NEW WAC 132H-140-010 TITLE. WAC 132H-140-010 through WAC 132H-140-060 will be known as Fees Relating to Special Facility Rental and Additional Services for Community College District VIII.

NEW WAC 132H-140-020 STATEMENT OF PURPOSE. The purpose of these regulations is to establish a basic special facility fee structure and additional services regulations for non-college groups.

NEW WAC 132H-140-030 REQUEST FOR USE OF FACILITIES AND ADDITIONAL SERVICES Requests by non-college groups for utilization of special college facilities shall be made to the Director of Plant Operations, who shall be the agent of the college in consummating rental agreements. (1) Application for Use of College Facilities Form BCC 040-035 to be completed by non-college group requesting facilities.

(2) Request for Optional Service Form BCC 040-035 to be completed by non-college group using facilities and additional services.

NEW WAC 132H-140-040 BASIC SPECIAL FACILITY FEE STRUCTURE. Non-college groups shall be charged according to the following special facility fee structure: (1) Gymnasium

(a) \$50 basic minimum rate for up to four (4) hours usage.

(b) Additional \$15 rate for each continuous hours usage above the minimum.

(2) Athletic Fields

(a) \$50 basic minimum rate for up to four (4) hours usage.

(b) Additional \$10 rate for each continuous hours usage above the minimum.

(3) Exercise Room

(a) \$20 basic minimum rate for up to four (4) hours usage.

(b) Additional \$10 rate for each continuous hours usage above the minimum.

(4) Theater

(a) Groups not charging admission - \$30 basic minimum rate for up to four (4) hours usage.

(b) Groups charging admission - \$60 basic minimum rate for each day's usage.

(c) Additional \$10 rate for each continuous hours usage above the minimum.

(5) Cafeteria

(a) \$50 basic minimum rate for up to four (4) hours usage.

(b) Additional \$15 rate for each continuous hours usage above the minimum.

(6) Garden Room

(a) \$15 basic minimum rate for up to four (4) hours usage.

(b) Additional \$5 rate for each continuous hours usage above the minimum.

(7) Student Den or Student Lounge

(a) \$25 basic minimum rate for up to four (4) hours usage.

(b) Additional \$7 rate for each continuous hours usage above the minimum.

(8) Small Meeting Rooms, Classrooms, Seminar-Conference, Music and Theater Service Rooms.

(a) \$10 basic minimum rate for up to four (4) hours usage.

(b) Additional \$4 rate for each continuous hours usage above the minimum.

(9) Large Meeting Rooms, Classrooms, Music and Theater Service Rooms and Lecture Halls.

(a) \$20 basic minimum rate for up to four (4) hours usage.

(b) Additional \$5 rate for each continuous hours usage above the minimum.

(10) Planetarium

(a) \$30 basic minimum rate for up to four (4) hours usage.

(b) Additional \$10 rate for each continuous hours usage above the minimum.

NEW

WAC 132H-140-050 ADDITIONAL SERVICE FEES. Non-college groups shall be charged fees for additional service. These fees to be assessed by the Plant Operations Office (Scheduling Office). Additional services include the following: (1) Unusual preparatory and/or maintenance service. See Request for Optional Services Form BCC-040-035.

(2) Audiovisual services and equipment. See Request for Optional Services Form BCC-040-035.

(3) Special setups of tables and chairs, music equipment, etc. See Request for Optional Services Form BCC-040-035.

(4) Operation of concessions by a non-college group.

(5) Towels and locker fees.

(6) Managers, security, custodial and other staff may be required for the use of specialized facilities, and the group utilizing the facility will be charged for this service above the rental fee at the current hourly rate.

(7) In those cases where income from an event is over \$250, a percentage will be assessed of the total income in addition to the basic minimum rate. Such arrangements will be handled by the Plant Operations Office (Scheduling Office).

NEW

WAC 132H-140-060 EXCEPTIONS. The basic special facility fee structure and request for additional services applies to all non-college groups with the following exceptions. (1) Non-college groups with whom Bellevue Community College has specific reciprocal facility agreements, non-profit community service groups, or as herein specified.

(2) The special facilities fee rate may not be charged if the non-college group has contracted for college food service in the cafeteria complex.

APPLICATION FOR USE OF COLLEGE FACILITIES

I. NAME Applicant or Organization Address

Name of Person in Charge Address of Person in Charge Phone No.

II. FACILITIES REQUESTED

What Facilities are Requested?

Classroom No. _____ Gym _____ Auditorium _____ Other _____
Days of Week _____ No. of Hrs
No. of People Expected - Audience _____ Performers _____

III. TIME

Date(s) Requested Facilities Are To Be Used _____ Hours: From _____ To _____

IV. PURPOSE

What is the Nature or Purpose of the Meeting?

A. Name of Lecturer _____ B. Subject of Lecture _____
C. Character of Entertainment _____ D. Object of Meeting _____

V. MISCELLANEOUS

What Type of Supervision Will Be Provided?

Will There Be Admission, Yes No Adults Children Other
Collection Or Funds Solicited? _____ \$ _____ \$ _____ \$
For What Purpose Will If Admission, State Amount
The Proceeds Be Used? _____ How Much Do You
Expect to Net? _____

VI. PAYMENT OF RENTAL FEES

Rental fees shall be determined by the latest established rental rates and are payable in advance to Bellevue Community College, 3000-145th Place S. E., Bellevue, Washington 98007, attention: Cashier

VII. AGREEMENT

The undersigned hereby makes application to Bellevue Community College for use of college facilities described above and certifies that the information given in the application is correct. The undersigned further states that he has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of the college. The undersigned further acknowledges that he has read the rules and regulations of the college pertaining to facilities use and that said rules and regulations are hereby incorporated in and made a part of this agreement. The applicant agrees to exercise the utmost care in the use of the school premises and property and to hold the Bellevue Community College harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse Bellevue Community College for any damage arising from the applicant's use of said facilities, and will accept the college's estimate of damage.

Date _____ Applicant _____ Signature _____

TO BE FILLED IN BY THE COLLEGE

CLEAN-UP FEE \$
STANDARD ROOM \$ 6

PLANT OPERATIONS

OTHER ROOM \$

DIVISION CHAIRMAN

TOTAL CHARGES \$

STUDENT SERVICES
REQUEST FOR OPTIONAL SERVICES

DATE _____ SIGNATURE _____

Director of Plant Operations

BCC-040-026

REQUEST FOR OPTIONAL SERVICES

Applicant Or Organization _____ Address _____

Who to Contact _____ Phone Number _____ Date of Request _____

I. PLANT OPERATIONS - Specify Special Furniture, Arrangement, Etc.

_____ Plant Ops _____ User
_____ Set Up _____ Set Up

Application for Use of College Facilities Submitted? Yes ___ # No ___

II. AUDIOVISUAL

Specify Audiovisual Equipment Desired: Include Type of Projector, Tape Recorder, Etc:

III. FOOD SERVICES (Check Option Desired)

A. If Dining Room is Specified, Date(s) and Time(s) _____

1. No Table Service - Obtain Meal at Cafeteria Line - No Host _____

2. No Table Service - Obtain Meal at Cafeteria Line - Bill Organization _____

3. Set Table (Silverware, Water and Coffee Poured) - Cafeteria Line _____

_____ Per Person for _____ People.

4. Catered Meal or Reception (Single Menu for All) _____

If you desire catering service, the food service manager will call you to determine menu and cost.

PRICE RANGE \$ _____ PER PERSON _____

B. If Coffee Service is Desired:

1. Date(s) and Time(s) to be Served _____

2. Room to be Served In _____

3. Number of Cups at 15¢ Per Cup (Specify Coffee, Tea, or, if both, how many of each)

4. If you wish doughnuts, cookies, pastries, etc., served with coffee/tea, the food services will call you to determine items and cost.

Yes No

BCC-040-035
