Chapter 495D-140 WAC
USE OF COLLEGE FACILITIES

WAC

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WAC 495D-140-010 Use of college facilities. Lake Washington Institute of Technology serves King and Snohomish counties by providing continued educational opportunity for its citizens. In keeping with this general purpose, and consistent with RCW 28B.50.140(7) and 28B.50.140(9), the board of trustees believes that facilities should be available for a variety of uses which are of benefit to the general public if such general uses substantially relate to and do not interfere with the educational mission of the college. However, a state agency is under no obligation to make its public facilities available to the community for private purposes.

[Statutory Authority: RCW 28B.50.140(13). WSR 11-19-083, § 495D-140-010, filed 9/20/11, effective 10/21/11. Statutory Authority: RCW 28B.50.-140. WSR 92-15-081, § 495D-140-010, filed 7/16/92, effective 8/16/92.]

WAC 495D-140-020 Limitation of use to school activities. (1) When allocating use of college facilities, the highest priority is always given to activities specifically related to the college's mission. No arrangements will be made that may interfere with or operate to the detriment of the college's own teaching or public service programs. In particular, college buildings, properties, and facilities, including those assigned to student programs, are used primarily for:

(a) The regularly established teaching or public service activities of the college and its departments;

(b) Training, educational, cultural, or recreational activities of the students, faculty, or staff;

(c) Short courses, inservices, seminars, or similar events, conducted either in the public service or for the advancement of specific college interests, when arranged under the sponsorship of the college;

(d) Public events of a professional or cultural nature brought to the campus at the request of college departments or committees and presented with their active sponsorship and active participation;

(e) Activities or programs sponsored by educational institutions, by state or federal agencies, by charitable agencies or civic or community organizations whose activities are of widespread public service and of a character appropriate to the college.

(2) College facilities may be used by student organizations for regular business meetings, social functions, and for programs open to the public. Any recognized campus student organization may invite speakers from outside the college community. The appearance of an invited speaker on campus does not represent an endorsement by the college, its students, faculty, administration, or the board of trustees, implicitly or explicitly, of the speaker's views.

(3) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for use by individuals or groups within the college community. Arrangements by both organizations and individuals must be made through the vice-president of administrative services. Allocation of space shall be made by such officer in accordance with these rules, board of trustees policy, college administration policy and procedure, and on the basis of time, space, priority of request, and the demonstrated needs of the applicant.

(4) In determining whether to accept a request for the use of college facilities the administration shall use the following priorities: First, activities of a nature that qualify for state FTE support; second, activities that are operated under a contract with the college; third, activities that are operated under the college's community service program; and fourth, activities that constitute rental of the facility that is related to training.

(5) The college may restrict an individual's or a group's use of college facilities if that person or group has, in the past, physically abused college facilities or is delinquent in payment of charges imposed for prior use of college facilities or equipment or supplies associated with such use. Charges may be imposed for damage or for any costs for the use of facilities or equipment or supplies associated with facility use. The individual, group, or organization requesting space will be required to state in writing in advance the general purpose of any meeting.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-140-020, filed 7/16/92, effective 8/16/92.]

WAC 495D-140-030 Statement of intentions. The college neither intends nor desires to compete with any local agency or private enterprise in making its facilities available to the community. Privately operated facilities exist which are well qualified to best meet many community needs. The college encourages the community to patronize local businesses or agencies. With this approach, the college will work cooperatively with local private enterprise to the mutual benefit of all concerned.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-140-030, filed 7/16/92, effective 8/16/92.]

WAC 495D-140-040 General policies limiting use. (1) College facilities may not be used for purposes of political

campaigning by or for candidates who have filed for public office except for student-sponsored activities or forums.

(2) Religious groups or groups of persons meeting for religious purposes shall not, under any circumstances, use the college facilities as a permanent meeting place. Use may be intermittent only.

(3) The college reserves the right to prohibit the use of college facilities by groups which restrict membership or participation in a manner inconsistent with the college's commitment to nondiscrimination.

(4) No one may post promotional signs or posters on buildings, trees, walls, or bulletin boards, or distribute of samples outside the rooms or facilities to which access has been granted.

(5) These rules shall apply to recognized student groups using college facilities.

(6) Handbills, leaflets, and similar materials, except those which are commercial, obscene, or unlawful, may be distributed by nonstudents in designated areas on the campus where, and at times when, such distribution will not interfere with the orderly administration of the college affairs or the free flow of traffic. Any distribution of materials must be authorized in advance by the vice-president of administrative services and shall not be construed as support or approval of the content by the college community or the board of trustees.

(7) Use of audio amplifying equipment is permitted only in locations and at times which will not interfere with the normal conduct of college affairs as determined by the vice-president of administrative services.

(8) No person or group may use or enter onto college facilities having in their possession firearms or other dangerous weapons, even if licensed to do so, except commissioned police officers as prescribed by law.

(9) The right of peaceful dissent within the college community will be preserved. The college retains the right to take steps to insure the safety of individuals, the continuity of the educational process, and the protection of property. While peaceful dissent is acceptable, violence or disruptive behavior is not a legitimate means of dissent. Should any person, group, or organization attempt to resolve differences by means of violence, the college and its officials need not negotiate while such methods are employed.

(10) Orderly picketing and other forms of peaceful dissent are protected activities on and about the college premises. However, interference with free passage through areas where members of the college community have a right to be, interference with ingress and egress to college facilities, interruption of classes, injury to persons, or damage to property exceeds permissible limits.

(11) Where college space is used for an authorized function (such as a class or a public or private meeting under approved sponsorship, administrative functions, or service related activities), groups must obey or comply with directions of the designated administrative officer or individual in charge of the meeting.

(12) If a college facility abuts a public area or street, and if student activity, although on such public property, unreasonably interferes with ingress and egress to college buildings, the college may choose to impose its own sanctions although remedies might also be available through local law enforcement agencies.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-140-040, filed 7/16/92, effective 8/16/92.]

WAC 495D-140-050 Administrative control. The board hereby delegates to the president authority to set up administrative procedures for the use of college facilities; and to establish rental schedules, and fees for equipment and supplies associated with such rental, where appropriate.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-140-050, filed 7/16/92, effective 8/16/92.]

WAC 495D-140-060 Trespass. (1) Individuals who are not students or members of the faculty or staff and who violate these rules will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by any appropriate administrator, to leave the college property. Such a request prohibits the entry of and withdraws the license or privilege to enter onto or remain upon any portion of the college facilities by the person or group of persons requested to leave. Such persons shall be subject to arrest under the provisions of chapter 9A.52 RCW.

(2) Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accordance with these rules.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-140-060, filed 7/16/92, effective 8/16/92.]

WAC 495D-140-070 Prohibited conduct at college facilities. (1) The use or possession of unlawful drugs or narcotics, not medically prescribed, or of intoxicants, except as specifically permitted by board of trustees policy as determined by the president or executive vice-president on college property or at college functions, is prohibited. Students under the influence of intoxicants, unlawful drugs, or narcotics while on college property are subject to disciplinary action.

(2) The use of tobacco, whether smoked, chewed, or otherwise used, is prohibited in accordance with state laws and health regulations. Smoking is permitted only where specifically designated by official signs posted on campus.

(3) Destruction of public property is also prohibited.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-140-070, filed 7/16/92, effective 8/16/92.]

WAC 495D-140-080 Control of pets in college facilities. Pets are not permitted in campus buildings or on the grounds except guide or service dogs for the visually or hearing impaired. Exceptions to this rule may be granted by the director of campus services for good cause.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-140-080, filed 7/16/92, effective 8/16/92.]

WAC 495D-140-090 Basis of fee assessment. (1) Use fees reflect the college's assessment of the present market, the cost of operations, and an evaluation of the intended purpose and its relationship to the purposes of this college. A current fee schedule is available to interested persons from the inservice coordinator.

(2) The college does not wish to compete with private enterprise. Therefore, the college reserves the right to deny applications for facility use when the administration feels a

commercial facility should be patronized. Facility use will not be granted for a commercial activity at a rental rate, or upon terms, less than the full and fair rental value of premises used, except where such use is in support of the educational program of the college.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-140-090, filed 7/16/92, effective 8/16/92.]

WAC 495D-140-100 Application procedures. (1) At least ten days prior to date of intended use of any college facility, or such lesser period as is approved by the vice-president of administrative services, an authorized representative of the requesting organization must submit proper and complete written application for use of college facilities which may be obtained through the college's inservice coordinator. A single application may be sufficient for a series of meetings by an organization unless those meetings vary significantly in some substantive way; if so, separate applications will be required.

(2) An authorized representative of the using organization shall sign the application, which upon approval by the vice-president of administrative services or designee shall serve as an agreement. By affixing a signature as representing the using organization, the signatory certifies that he or she has authority to enter into agreement on behalf of the organization and if the organization fails to pay the amount due, the signatory becomes responsible for all charges. These charges may include interest on overdue accounts, as specified on the facility use form but not less than one percent per month.

(3) For large events, events requiring expenditures on the part of the college, or events where significant areas are blocked out for the user, up to fifty percent advance deposit may be required at the time of application.

(4) The college reserves the right to make pricing changes without prior written notice, except that such price changes shall not apply to facility use agreements already approved by the administration.

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

(6) The priorities for facility use place primary emphasis on regular college events and activities. The college reserves the right to cancel any agreement and refund any payments for use of college facilities and equipment when he or she deems such action advisable and in the college's best interests.

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

(8) Any admission charge is to be specified by the applicant and approved by the college in advance.

(9) Organizations using Lake Washington Institute of Technology's facilities shall conduct all activities in accordance with applicable local, state, and federal laws including all policies adopted by the board of directors of College District 26.

[Statutory Authority: RCW 28B.50.140(13). WSR 11-19-083, § 495D-140-100, filed 9/20/11, effective 10/21/11. Statutory Authority: RCW 28B.50.-140. WSR 92-15-081, § 495D-140-100, filed 7/16/92, effective 8/16/92.]

WAC 495D-140-110 Supervision during activity. (1) Signatories to the facility use agreement as well as organization leaders are responsible for group conduct and are expected to remain with their group during activities. When the use of certain facilities makes it advisable, the college reserves the right to require that a staff member monitor the activity. Such service shall be paid at the current rate, by the organization requesting use of the facility, and does not relieve the organization from safeguarding the college's property.

(2) The security staff or some other authority of the college will open and lock all facilities used by signatories or organizations. Keys to buildings or facilities will not be issued or loaned to any using organization with the exception of keys to designated off-campus locations or by approval of the designated administrative officer.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-140-110, filed 7/16/92, effective 8/16/92.]