

WAC 132Q-136-050 Reservation, scheduling and approval procedure.

(1) To reserve or schedule the use of facilities, faculty, staff, official student organizations or outside parties shall contact the appropriate college scheduling office. The scheduling office shall provide all appropriate scheduling procedures, forms and agreements and shall arrange for all necessary approvals, reservations, scheduling and payments.

(2) No less than fourteen days prior to the anticipated date for use of district facilities, any individual or organization desiring to reserve or schedule facility use shall present all required forms, fully completed, to the appropriate scheduling office. The scheduling office shall process the completed application and secure all required approvals. The individual or organization requesting the use of facilities shall be notified of the disposition of the request within ten days. Such fourteen day notice may be waived by the scheduling office provided that such waiver does not disrupt normal facility operation.

(3) Full payment of the appropriate user fee, if any, or satisfactory payment arrangements are required prior to the use of district facilities.

[Statutory Authority: RCW 28B.50.140. WSR 13-15-153, § 132Q-136-050, filed 7/23/13, effective 8/23/13; WSR 84-19-028 (Resolution No. 22), § 132Q-136-050, filed 9/14/84.]