

**WAC 132W-141-020 Scheduling.** (1) College facilities are made available for outside agencies or individuals by scheduling through the room scheduler on each campus with approval by the vice president of administrative services. Students must request facility usage with the student programs office, which will schedule requests through room scheduling. Any organization wishing to use college facilities on the college campus shall provide the following information:

- (a) Name of sponsoring organization;
- (b) Name of person in charge of arrangements;
- (c) Number of participating individuals;
- (d) Nature of proposed meeting;
- (e) Desired dates and times;
- (f) Type of facilities desired;
- (g) Desired special optional equipment or arrangements.

(2) If the desired facility is available, a contract for the use of the facility is prepared by the office of the vice president of administrative services and is to be completed and returned by the user group representative. Requests for scheduling will normally not be allowed more than two months in advance or beyond the end of the quarter in which a request is made. All applications shall be presented in time to allow consideration by the college board of trustees if needed.

(3) No publicity may be released until the college receives copy of the contract signed by the user. Publicity for all noncollege sponsored events must include the name of the sponsoring organization. This publicity must not imply Wenatchee Valley College sponsorship.

(4) The possession or consumption of alcoholic beverages on college premises or at college-related activities is prohibited except when preapproved by the board of trustees or the president in accordance with state board for liquor control regulations.

[Statutory Authority: RCW 28B.50.140(13). WSR 14-08-013, § 132W-141-020, filed 3/20/14, effective 4/20/14. Statutory Authority: Chapter 28B.50 RCW. WSR 01-14-016, § 132W-141-020, filed 6/25/01, effective 7/26/01.]