

TRANSMITTAL OF RULES ADOPTED BY INSTRUCTION OF HIGHER EDUCATION
(Instruction for Completion of Back of Page)

FROM: Central Washington State College
(Name of Institution)

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

The enclosed Permanent rules , being order No. 8
Emergency rules

relating to (Name of rules or description of subject matter)

Use of College Facilities--Scheduling Center, WAC 106-136

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

pursuant to Notice No. 3641 ① filed with the code reviser
on 9-1-72 ② were regularly adopted as permanent rules of this
(date) Samuelson Union Bldg.
institution at Room 206, CWSC Campus on 9-6-72 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter
28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules
shall be October 9, 1972. ③

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

pursuant to its finding 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
(place) (date)
of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s.
c 57).

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings
Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been
fulfilled.

Dated this 6th day of September 1972.

STATE OF WASH. IN
FILED
SEP 7 1972
CODE REVISER'S OFFICE
CKET.# 4316 FILE # 1

Central Washington State College
(INSTITUTION)
Gene Milburn
By
Assistant Attorney General
Title

STATE OF WASHINGTON

CENTRAL WASHINGTON STATE COLLEGE

ADMINISTRATIVE ORDER NO. 8

(1) I, Robert S. Miller, Dean of Student Development, of Central Washington State College of the state of Washington, by virtue of the authority vested in me under chapter 28B.19 RCW (1971 1st ex.s. c57), chapter 28B.40.120 RCW, Central Washington State College Board of Trustees Resolution No. 71-16, and a letter of designation from the President, do promulgate and adopt the annexed rules and regulations, to wit:

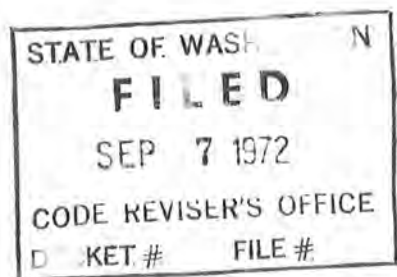
Use of College Facilities--Scheduling Center
as permanent rules of this institution.

(2) This order after being first recorded in the order register of this institution shall be forwarded to the Code Reviser for filing pursuant to chapter 28B.19 RCW (1971 1st ex.s. c57) 1-13 WAC.

APPROVED AND ADOPTED Sept. 6 1972

By Robert S. Miller

Dean of Student Development



Chapter 106-136

USE OF COLLEGE FACILITIES--SCHEDULING OFFICE

WAC 106-136-400 SCHEDULING OFFICE--DUTIES OF THE SCHEDULING COORDINATOR. (1) The Scheduling Center is responsible for coordinating all arrangements relative to meetings, conferences, workshops, social functions and other events involving the use of campus facilities. The Central Washington State College Master Activity Calendar is also maintained in this office. Advance scheduling as far ahead as a full year is strongly recommended.

(2) Any organization, club or individual with an outstanding balance in the Scheduling Center will not be allowed to schedule until all bills are paid.

(3) In planning various group functions, requests for the following items should be directed to the Scheduling Center:

(a) Ticket Sale Table--advance reservation is needed for a space assignment, tables and chairs.

(b) Name tags--pressure-sensitive or plastic badges with Central Washington State College imprints are available at cost.

(c) Campus Maps.

(d) Special arrangement of furniture, podiums, and other equipment; construction of special platforms.

(e) Audiovisual equipment such as movie projectors, tape recorders, public address systems, etc.

(4) Any division or college organization, listed on the college register, may obtain use of college facilities by filing with the Scheduling Center a request for the use of college facilities at least seven (7) days before the event; provided, however, the time requirement shall be waived whenever reasonable cause is shown.

(5) Scheduling requests shall include the following information:

(a) The name of the organization or organizations sponsoring the program.

(b) The name of the speaker and the general topic of address and/or program (note entertainment exception).

(c) The number of persons expected to attend.

(d) Any special facilities or equipment required for the presentation of the program.

(e) The organization's preferences, if any, for specific facilities.

(6) Upon receiving such information the Scheduling Center shall within 48 hours assign in writing an appropriate room or space for the meeting and shall assist the sponsoring organization or organizations in arranging for the special equipment that may be required. In assigning space the Scheduling Center shall consider the size of the facility required, other events scheduled by prior request, and the preferences of the requesting organization, unless the Scheduling Center deems the requested facilities to be inappropriate for the proposed use, or otherwise unavailable.

The Scheduling Center shall not be limited to space in the Samuelson Union Building, but shall consider all facilities, and after consultation with the office authorized to schedule space in the particular facility, may assign any appropriate facility in the College for speakers or programs.

(7) If the sponsoring organization objects to the space or date assigned, it may appeal the Scheduling Center decision to the Dean of Student Development, who shall render a decision within five business days.

(8) SUB "Pit" (the central stairwell lounge area) may be scheduled with the approval of the Assistant Director of the SUB.

(9) Academic divisions or departments, when sponsoring a speaker or other special event as a part of that department's or division's program may schedule the event in the facilities regularly assigned to that department or division without consent of the Scheduling Center; provided, however, that the department or division head shall advise the Scheduling Center of the name of the speaker, the general topic of the address and the time and place of the program at least five days before the presentation of the program, or, if such advance notice is not feasible, as long a time as possible before the presentation.

(10) Individual students, faculty members, and staff may form ad hoc organizations for the express purpose of inviting a particular speaker or program to address them and others on a specific occasion by filing with the Scheduling Center a statement of intention and sponsorship. The statement of intention and sponsorship shall be signed by at least three students, faculty members, or staff members and shall state the name of the speaker, the subject of his talk, and the purpose of the sponsors in inviting him. The statement shall also contain a certificate signed by the three sponsors stating that they are acting as individuals and not on behalf of any division or organization. The statement of intention and sponsorship shall be accompanied, when required, by payment in advance of the fee for use of the facility. Each signator is individually liable for any damages, costs, or charges incurred as a result of the scheduled event.

NEW WAC 106-136-410 USE OF FACILITIES FOR CAMPAIGN PURPOSES. No political candidate or group supporting specific candidates for political office, or persons or groups campaigning for specific political issues, or political candidates can use college space or facilities free of charge, such as the campus newspaper, campus radio or TV station, or receive college support for those political activities. Furthermore, no college equipment, including duplicating machines, computers, telephones, mailing services or supplies may be used free of charge for political or other non-college purposes. (See WAC 106-140-160)

WAC 106-136-411 -----REQUIREMENTS. The purpose of Central Washington State College is to provide a liberal education in a number of academic fields; it has been established for public benefit rather than for the benefit of any private endeavors. Consequently, private organizations composed solely of students, faculty members, and staff members of Central Washington State College, and others may use college facilities and services for political and other community-oriented activities, subject to applicable scheduled rental charges and college rules, regulations and procedures. Conditions for all such use include, in addition to previously mentioned rental charges, reimbursement for the use of telephones and other utilities or services, maintenance and security, campus mail services, postage, vehicles, computer time and other incidental costs. In no case may college facilities or services be used to establish or maintain an office or headquarters for a political candidate or partisan political cause. Rules, regulations, policies, procedures and practices regarding the use of college facilities shall not discriminate or promote discrimination among political parties or groups solely on the basis of their particular political viewpoint.