

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  
Emergency rules  , being order No. 12

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

WAC 106-136-501 through WAC 106-136-599--  
Facilities Scheduling and Use Policy

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

pursuant to Notice No. 3937 ① filed with the code reviser  
on 3/19/1973 ② were regularly adopted as permanent rules of this  
(date) SUB, Room 208  
institution at CWSC Campus on 4/9/73 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 \_\_\_\_\_ . 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 \_\_\_\_\_ 9th \_\_\_\_\_ day of April 1973.

STATE OF WASHINGTON  
**FILED**  
APR 11 1973  
CODE REVISER'S OFFICE  
DOCKET # 9182 FILE # 1

Central Washington State College  
(INSTITUTION)  
*Steve Milder*  
By \_\_\_\_\_  
Assistant Attorney General  
Title \_\_\_\_\_

Effective 9/7/71

STATE OF WASHINGTON

CENTRAL WASHINGTON STATE COLLEGE

ADMINISTRATIVE ORDER NO. 12

(1) I, James A. Riffey, Business Manager 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:

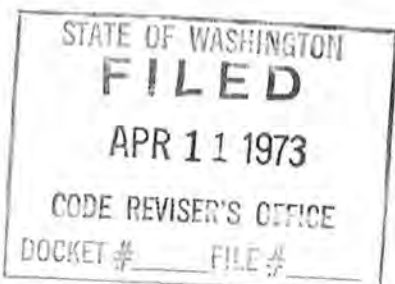
Use of College Facilities--Facilities Scheduling  
and Use Policy--WAC 106-136-501 through WAC 106-136-599

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 4/9, 1973

By James A. Riffey  
Business Manager



Chapter 106-136

USE OF COLLEGE FACILITIES

NEW

WAC 106-136-501 FACILITIES SCHEDULING AND USE POLICY. The provisions of WAC 106-136-501 through WAC 106-136-599 shall constitute the Facilities Scheduling and Use Policy of Central Washington State College.

NEW

WAC 106-136-510 DEFINITIONS. (1) "Academic Facilities" shall mean all college owned and/or operated facilities and realty located within the main campus area which are primarily used for classwork and classroom instruction, including all athletic and intramural facilities.

(2) "Accredited Classes" shall mean those classes offered for credit by Central Washington State College. They include but are not limited to:

(a) Course offerings which appear in current class schedule booklets, or

(b) Workshops, or

(c) Credit and non-credit courses offered through the division of Continuing Education.

(3) "College Organizations" shall mean and include only those organizations defined in WAC 106-124-105 (1), (3), and (4).

(4) "Laboratories" are rooms with special purpose equipment for student participation, experimentation, observation, or practice in a field of study. Such rooms include class laboratories, special class laboratories, individual study laboratories, and non-class laboratories as defined in the Higher Education Facilities Inventory and Classification Manual.

(5) "Limited Housing and Dining Hall Facilities" shall mean only certain specified lounges, studies, meeting rooms, and dining rooms within college operated student residences and dining halls.

(6) "Non-College Organizations" for purposes of WAC 106-136-501 through WAC 106-136-599 shall mean and include those organizations defined in WAC 106-124-105 (2), private entities and other individuals, associations and corporations not directly associated with Central Washington State College.

(7) "Scheduling Coordinator" shall mean the individual responsible for implementing the Facilities Scheduling and Use Policy, PROVIDED That only the Associate Dean for Student Union and Activities or his designee shall be the Scheduling Coordinator for SUB facilities.

(8) "SUB Facilities" shall mean the certain specified Samuelson Union Building rooms and patios immediately adjacent thereto, excluding the College Bookstore.

NEW

WAC 106-136-520 AVAILABLE SPACE. The college property available for scheduling and use in accordance with the provisions of this policy shall be limited to:

- (1) Classrooms (lecture and seminar) and certain specified conference rooms within academic facilities;
- (2) SUB facilities; and
- (3) Limited housing and dining hall facilities, except that such facilities are only made available through the Director of Auxiliary Services or his designee as provided in WAC 106-156.

Assignment of space shall be at the sole discretion of the Scheduling Coordinator.

NEW

WAC 106-136-521 -----LISTING OF SPACE OR PREMISES AVAILABLE FOR LEASING OR RENTING. All college space or premises available for leasing or renting under the authority of the Facilities Scheduling and Use Policy shall be listed in the Scheduling Coordinator's Office, together with the corresponding lease fee or rental rate.

NEW

WAC 106-136-522 -----PRIORITY FOR USE. Scheduling of academic facilities space shall be on a first in time of application basis, PROVIDED That where a lease has not been executed, college organizations shall have priority over non-college organizations, and PROVIDED FURTHER, That the academic needs of the institution shall have first priority where a lease has not been executed.

NEW

WAC 106-136-523 -----CLASSROOMS. Classrooms may be made available for scheduling and use between the hours of 7:00 a.m. and 10:00 p.m. when not in use by accredited classes PROVIDED, The college has sufficient personnel available. The guidelines for scheduling accredited classes into classrooms are defined in the Faculty Handbook.

NEW

WAC 106-136-524 -----LEASE REQUIREMENT. All non-college persons and organizations desiring to use space in accordance with this Facilities Scheduling and Use Policy shall execute a lease with the Scheduling Coordinator for temporary or short-term use of college space. The lease may include a description of the premises or space leased, the

rental rate, the names of the individuals responsible for the debts of the lessee, the nature and purpose of the intended use, time of use, number of people expected, price of admission if any, amount of deposit, if any, food service charges, special use or set up charges, statement of responsibility for damages, verification of insurance coverage and other pertinent information, including but not limited to, a statement that the lessee agrees to adhere to and abide by all rules and regulations of Central Washington State College.

NEW

WAC 106-136-525 -----LEASING FEE OR RENTAL RATE. The leasing fee or rental rate for use of college space available in accordance with the Facilities Scheduling and Use Policy shall be available in the office of the college Scheduling Coordinator. Lease fees or rental rates may be different for college organizations than for non-college organizations, and for usage which involves fund raising either through solicitation of donations or by admission charge. The lease fee or rental rate shall be established by the Vice President for Business and Financial Affairs. The College reserves the right to change the rates without notice, PROVIDED That such changes shall also be available in the office of the Scheduling Coordinator.

NEW

WAC 106-136-526 -----SCHEDULING DEADLINES. All applications for the leasing or rental of space shall be submitted in writing, together with a written food service guarantee, if any, not less than ten (10) calendar days in advance of the date requested and a lease or rental agreement shall be executed not less than ten (10) calendar days prior to the date requested.

NEW

WAC 106-136-527 -----PROHIBITION. College organizations or members of the staff, faculty, students or administration of Central Washington State College shall not be permitted to assume co-sponsorship for another group or individual in order to favorably affect scheduling priority or to reduce the costs otherwise chargeable to such other group or individual.



NEW

WAC 106-136-528 -----LIMITATIONS. College facilities available to non-college organizations through the Scheduling Office may be used for religious worship, training, instruction or prayer meetings when available and at full rental charge rates, PROVIDED That such facilities may not be scheduled, leased, rented, or used on a regular series basis, daily, weekly, monthly, etc., or in any manner that establishes a consistent pattern of the aforementioned religious usage of college facilities.

NEW

WAC 106-136-529 -----AUTHORITY OF SCHEDULING COORDINATOR. The Scheduling Coordinator of Central Washington State College may impose special conditions or additional requirements where necessary to meet proper health or safety standards, or to assure compliance with college rules, upon any organization as a condition precedent to the scheduling, leasing or renting of college facilities under the provisions of WAC 106-136-501 through WAC 106-136-599. The Scheduling Coordinator may in his or her discretion make exceptions to the provisions of WAC 106-136-501 through WAC 106-136-599 where extraordinary circumstances exist.

NEW

WAC 106-136-590 RESOLUTION OF CONFLICTS WITH OTHER COLLEGE POLICIES. The provisions of the Entertainment Policy, WAC 106-36-800 through WAC 106-36-880, the provisions of the Speaker Policy, WAC 106-136-400 through WAC 106-136-411, and the provisions of the College Housing and Dining Hall Services Policy, WAC 106-156-010 through WAC 106-156-082, shall prevail over the provisions of the Facilities Scheduling and Use Policy wherever any conflicts arise.

NEW

WAC 106-136-591 -----COMMERCIAL ENTERPRISE. Whenever the purpose of the organization in leasing or renting college facilities is to conduct a commercial enterprise other than the presentation of entertainment, the provisions of WAC 106-140-001 through WAC 106-140-099 shall apply.