

Chapter 132W-141 WAC

USE OF FACILITIES

WAC

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WAC 132W-141-010 Policy statement. The college is committed to providing quality educational and cultural services to the people of the college district. On this basis, college facilities are made available for use by organizations conducting educational, cultural, civic, or community activities. College related activities of public educational, cultural or community service nature shall be given first priority consideration for the use of college facilities. Exemptions to the rental fee must be authorized by the president or designee, if deemed to further the best interests of the college, its faculty, staff or students.

The college reserves the right to deny an application by any group, organization, or individual which discriminates in their membership or limits participation in a manner inconsistent with the college's nondiscrimination policy.

College facilities may not be used for religious worship, exercise, or instruction (Washington State Constitution, Article 1, Section 11). College facilities may not be used in ways which interfere with the college's teaching, research, public service or support programs or interfere with the flow of pedestrian or vehicular traffic.

College facilities may be used for activities of a commercial nature or by commercial firms provided that the activity does not conflict with college functions and that charges are levied reflecting the full cost of the facility usage.

The college reserves the right to deny any application or to revoke any permit at any time if actions resulting from such application or permission constitute unlawful activity; or, if in the judgment of the administration, present imminent danger of unlawful activity, or if a prospective user has previously violated the provisions or rules and regulations of the college; or if activities which, in the judgment of the president or designee, conflict with, directly compete with, or are incompatible with the programs or mission of the college.

[Statutory Authority: Chapter 28B.50 RCW. 01-14-016, § 132W-141-010, filed 6/25/01, effective 7/26/01.]

WAC 132W-141-020 Scheduling. (1) College facilities are made available for outside agencies or individuals by scheduling through the room calendar coordinator on each campus with approval by the dean 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

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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 dean 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: Chapter 28B.50 RCW. 01-14-016, § 132W-141-020, filed 6/25/01, effective 7/26/01.]

WAC 132W-141-030 Rental fees, additional charges, payment. The following fees and charges are applicable to all noncollege use of college facilities.

(1) Rental fees include routine custodial services during normal working hours. Any custodial/security/technical services required in addition to the routine service normally provided shall be paid by the user at current rates which may include overtime.

(2) User organizations using campus facilities after 10:00 p.m. on weekdays, or on weekends, or college holidays will be charged custodial/security/technical services at current hourly rates of time and one-half for a minimum of two hours.

(3) The rental schedule shall apply to by all noncollege groups. Exemption and/or reduction in fees are allowed under WAC 132W-141-090. The dean of administrative services is responsible for financial negotiations regarding custodial and rental expenses.

(4) The business office prepares and issues invoices for rental fees and any required guarantee or bond (WAC 132W-141-060). All fees will be made payable to Wenatchee Valley College one week before the use of the facility.

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[Statutory Authority: Chapter 28B.50 RCW. 01-14-016, § 132W-141-030, filed 6/25/01, effective 7/26/01.]

WAC 132W-141-040 Optional services. The user shall arrange food and beverage services in advance with the food services manager. Outside food service is not permitted without prior written approval from the food services manager. For a fee, college-owned audio-visual equipment may be used on campus by any group using college facilities when arranged in advance through college media services.

[Statutory Authority: Chapter 28B.50 RCW. 01-14-016, § 132W-141-040, filed 6/25/01, effective 7/26/01.]

WAC 132W-141-050 Violation of responsibilities. (1) College officials shall have the right to terminate a contract immediately and without notice upon discovery of a violation of any term, condition, or provision of this policy.

(2) Contracts will be terminated immediately if, in the judgment of the college administration, imminent danger exists or unlawful activity is practiced by the using organization.

[Statutory Authority: Chapter 28B.50 RCW. 01-14-016, § 132W-141-050, filed 6/25/01, effective 7/26/01.]

WAC 132W-141-060 Liability. (1) The dean of administrative services may require that any user post of an adequate bond, deposit or a certificate of insurance before any rental agreement is consummated.

(2) The amount of the insurance for liability and property damage is at the discretion of the dean of administrative services, proof of coverage must be presented to the dean at least fourteen days prior to the date of the event. The college may request it be named as an additional insured on such liability insurance policy or certificate.

(3) In consideration of the permission granted to the user of college facilities, the user shall release the college and its agents, employees, or officers from all debts, claims, demands, damages, actions and causes of action whatsoever, which may occur as a result of the use of college facilities. The user shall further agree to protect, indemnify, and hold harmless the district, college, and its agents, employees, and officers from any claims, demands, actions, damages or causes of action directly or indirectly arising out of the use of the facilities or premises. Any group or individual applying for the use of a college facility shall accept financial responsibility and liability. Application for college facility use shall constitute acceptance by said group/individual of the responsibility stated above and willingness to comply with all rules and regulations regarding the use of college facilities.

[Statutory Authority: Chapter 28B.50 RCW. 01-14-016, § 132W-141-060, filed 6/25/01, effective 7/26/01.]

WAC 132W-141-070 Damages. The user organization is responsible for and shall be liable for any repairs or replacement occasioned or made necessary by negligence or misuse of the facility. Damage to college equipment, including stage, audio-visual, or lighting equipment, during and by reason of the occupancy of the premises by the user, shall be paid from the guarantee deposit. The balance, if any, shall be returned to the organization making the deposit. If the guar-

antee deposit is not sufficient to cover the damage, the group using the facilities will be billed for the difference.

[Statutory Authority: Chapter 28B.50 RCW. 01-14-016, § 132W-141-070, filed 6/25/01, effective 7/26/01.]

WAC 132W-141-080 Cancellations. (1) Cancellations for facility rentals should be made at least forty-eight hours in advance. Notice of cancellation must be directed to the Dean of Administrative Services, Wenatchee Valley College, 1300 Fifth Street, Wenatchee, WA 98801-1799, telephone number 509-662-1651 ext. 2133. Failure to cancel at least forty-eight hours in advance may result in the forfeiture of rental fees.

(2) Cancellations for catering services are the responsibility of the applicant and must be made at least forty-eight hours in advance. Notice of cancellation must be directed to the Food Services Manager, Wenatchee Valley College, 1300 Fifth Street, Wenatchee, WA 98801-1799, telephone number 509-662-1651 ext. 2410. Failure to cancel at least forty-eight hours in advance may require the user to reimburse the college for preparation and personnel expenses.

(3) Cancellations for audio/visual services are the responsibility of the applicant and must be made at least forty-eight hours in advance. Notice of cancellations must be directed to the Office of Media Services, Wenatchee Valley College, 1300 Fifth Street, Wenatchee, WA 98801-1799, telephone number 509-662-1651 ext. 2802. Failure to cancel at least forty-eight hours in advance may result in the forfeiture of rental fees.

[Statutory Authority: Chapter 28B.50 RCW. 01-14-016, § 132W-141-080, filed 6/25/01, effective 7/26/01.]

WAC 132W-141-090 Exemptions from or reduction in rental fees. (1) WAC 132W-141-010 allows for exemptions from rental fees. Such exemptions or reductions in rental fees must be authorized by the president or designee, if the planned use deemed to further the best interests of the college and its.

Applications for reductions or exemptions must be made in writing to the dean of administrative services two weeks prior to the event. The application must cite why the exemption meets the best interests and educational mission of the college.

(2) If space is available, exemptions for classroom use are normally granted to state-supported educational institutions with charges only to recover direct costs. A WVC facility use agreement addendum will outline such cost recoveries.

[Statutory Authority: Chapter 28B.50 RCW. 01-14-016, § 132W-141-090, filed 6/25/01, effective 7/26/01.]