

**WAC 495E-140-100 Application procedures.** (1) At least seven working days prior to date of intended use of any college facility, or such lesser period as is approved by the vice president for plant operations, an authorized representative of the requesting organization must submit a proper and complete written application for use of college facilities, which may be obtained through the college's office of vice president for plant operations. A single application may be sufficient for a series of meetings by an organization unless those meetings vary significantly in some substantive way; if so, separate applications will be required.

(2) An authorized representative of the using organization shall sign the application, which upon approval by the vice president for plant operations shall serve as the rental agreement. By affixing a signature as representing the using organization, the signatory specifies that he or she has authority to enter into the agreement on behalf of the organization and if the organization fails to pay the amount due, the signatory becomes responsible for all charges. These charges may include interest on overdue accounts as specified on the rental form but not less than one percent per month.

(3) Large events, events requiring expenditures on the part of the college, or where significant areas are blocked out for the renter, up to fifty percent nonrefundable advance deposit may be required at the time of application.

(4) The college reserves the right to make pricing changes without prior written notice.

(5) Use of a facility is limited to the facility specified on the agreement.

(6) The priorities for facility use place primary emphasis on regular college events and activities. The president and the vice-president for plant operations each reserve the right to cancel any permit and refund any payments for use of college facilities and equipment when they deem such action advisable and in the college's best interests.

(7) In the event of a cancellation by the applicant, that organization is liable for all college costs and expenses in preparing the facility for its use.

(8) Any admission charge is to be specified by the applicant and approved by the college in advance.

[Statutory Authority: RCW 28B.50.140. WSR 93-13-112, § 495E-140-100, filed 6/21/93, effective 7/22/93.]