

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL

State of Washington

BOARD OF TRUSTEES

(name of governing body)

BELLEVUE COMMUNITY COLLEGE - COMMUNITY COLLEGE DISTRICT VIII

(name of institution)

Resolution No. 121

Administrative Order No. 64

(1) Be it resolved by the board of Trustees

of the Bellevue Community College - Community College District VIII (institution)

acting at 3000 Landerholm Circle S.E., Bellevue, WA 98007 (place)

that it does promulgate and adopt the annexed rules relating to:

Amendment of permanent rules - Fees Relating to Special Facility Rental and Additional Services for Community College District VIII (WAC 132H-140-010 through WAC 132H-140-060)

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 79-08-108 filed with the code reviser on 7-30-79. Such rules shall take effect:

X pursuant to RCW 28B.19.050(2) at a later date, such date being

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, find that an emergency exists and that the foregoing order 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 public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040<sup>1</sup> that each order shall set forth an appropriate statement of state statutory authority (fill in statement (a), (b), or (c) as appropriate):

(a) This rule is promulgated pursuant to RCW and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW which directs that the

(institution)

has authority to implement the provisions of

(name of act or RCW citation)

X (c) This rule is promulgated under the general rule-making authority of the Bellevue Community College - Community College District VIII

(institution)

as authorized in RCW 28B.50.140

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to the Code Reviser's Office pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED September 14, 1979

SEP 17 1979

By Thomas E. O'Connell Secretary, Board of Trustees Title

CODE REVISER'S OFFICE NSR 79-10-051

6000

<sup>1</sup>Pursuant to WAC 113-040, each rule making order adopted by an institution of higher education shall incorporate the most specific, but in no case omit all of the following language alternatives when adopting or amending rules:

(a) The most specific reference shall be to a section of law which the rule is implementing, and shall be quoted as follows: "This rule is promulgated pursuant to RCW \_\_\_\_\_ and is intended to administratively implement that statute."

(b) The next specific reference, and one which shall be used only if paragraph (a) of this subsection is not applicable, shall be to that portion of an act which directs an agency to adopt rules and regulations as necessary to implement the act, and shall be quoted as follows: "This rule is promulgated pursuant to RCW \_\_\_\_\_ which directs that the (agency) has authority to implement the provisions of (name of act or RCW citation)."

(c) The least specific reference, and one which shall be used only if paragraphs (a) and (b) of this subsection are not applicable, is one which indicates that the rule is promulgated under the agency's broad rule-making authority either in the agency enabling legislation or chapter 34.04 RCW, and shall be quoted as follows: "This rule is promulgated under the general rule-making authority of the (agency) as authorized in RCW \_\_\_\_\_."

STATE OF WASHINGTON  
COMMUNITY COLLEGE DISTRICT VIII  
BOARD OF TRUSTEES  
September 11, 1979

RESOLUTION 121

Administrative Order No. 64

A RESOLUTION Relating to the amendment of permanent rules - Fees Relating to Special Facility Rental and Additional Services for Community College District VIII.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON:

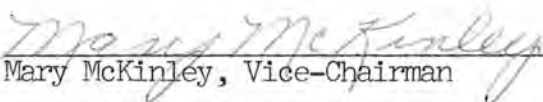
WAC 132H-140-010 through WAC 132H-140-060 are each hereby amended.

APPROVED AND ADOPTED September 11, 1979.

BOARD OF TRUSTEES



Claire Thomas, Chairman  
Board of Trustees



Mary McKinley, Vice-Chairman



Patricia McGlashan, Trustee

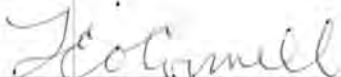


Samuel E. Kelly, Trustee



Henry Seidel, Trustee

ATTEST:



Thomas E. O'Connell  
Secretary, Board of Trustees

Chapter 132H-140

FEEES RELATING TO ((SPECIAL)) FACILITY RENTAL  
AND

ADDITIONAL SERVICES FOR COMMUNITY COLLEGE DISTRICT VIII

AMENDATORY SECTION (Amending Order No. 28, filed 3/4/75)

WAC 132H-140-010 TITLE. WAC 132H-140-010 through WAC 132H-140-060 will be known as Fees Relating to (~~Special~~) Facility Rental and Additional Services for Community College District VIII.

AMENDATORY SECTION (Amending Order No. 28, filed 3/4/75)

WAC 132H-140-020 STATEMENT OF PURPOSE. The purpose of these regulations is to establish a basic (~~special~~) facility fee structure and additional services regulations for non-college groups and for college groups where applicable.

AMENDATORY SECTION (Amending Order No. 28, filed 3/4/75)

WAC 132H-140-030 REQUEST FOR USE OF FACILITIES (~~AND-ADDITIONAL SERVICES~~). Requests by non-college groups for utilization of (~~special~~) college facilities shall be made to the (~~Director of Plant Operations,~~) Director of Campus Operations and Services who shall be the agent of the college in consummating rental agreements. (~~(1) Application for Use of College Facilities Form BCC 040-035~~) Application for Use of College Facilities Form BCC 040-026 is to be completed by non-college groups requesting facilities or college groups which use facilities under circumstances where a service charge would be levied.

~~((2) Request for Optional Service Form BCC 040-035 to be completed by non-college group using facilities and additional services.))~~

AMENDATORY SECTION (Amending Order No. 28, filed 3/4/75)

WAC 132H-140-040 BASIC FACILITY FEE STRUCTURE. Non-college groups and college groups where applicable shall be charged according to the following facility fee structure ((+)). All rates are for a minimum four hour period with charges being prorated for additional hours. (~~(1) Gymnasium~~

- ~~(a) \$50 basic minimum rate for up to four (4) hours usage.~~
- ~~(b) Additional \$15 rate for each continuous hours usage above the minimum.~~

~~(2) Athletic Fields~~

- ~~(a) \$50 basic minimum rate for up to four (4) hours usage.~~
- ~~(b) Additional \$10 rate for each continuous hours usage above the minimum.~~

~~(3) Exercise Room~~

- ~~(a) \$20 basic minimum rate for up to four (4) hours usage.~~
- ~~(b) Additional \$10 rate for each continuous hours usage above the minimum.~~

~~(4) Theater~~

- ~~(a) Groups not charging admission — \$30 basic minimum rate for up to four (4) hours usage.~~
- ~~(b) Groups charging admission — \$60 basic minimum rate for each day's usage.~~

- ~~(c) Additional \$10 rate for each continuous hours usage above the minimum.~~
- ~~(5) Cafeteria~~
  - ~~(a) \$50 basic minimum rate for up to four (4) hours usage.~~
  - ~~(b) Additional \$15 rate for each continuous hours usage above the minimum.~~
- ~~(6) Garden Room~~
  - ~~(a) \$15 basic minimum rate for up to four (4) hours usage.~~
  - ~~(b) Additional \$5 rate for each continuous hours usage above the minimum.~~
- ~~(7) Student Den or Student Lounge~~
  - ~~(a) \$25 basic minimum rate for up to four (4) hours usage.~~
  - ~~(b) Additional \$7 rate for each continuous hours usage above the minimum.~~
- ~~(8) Small Meeting Rooms, Classrooms, Seminar Conference, Music and Theater Service Rooms.~~
  - ~~(a) \$10 basic minimum rate for up to four (4) hours usage.~~
  - ~~(b) Additional \$4 rate for each continuous hours usage above the minimum.~~
- ~~(9) Large Meeting Rooms, Classrooms, Music and Theater Service Rooms and Lecture Halls.~~
  - ~~(a) \$20 basic minimum rate for up to four (4) hours usage.~~
  - ~~(b) Additional \$5 rate for each continuous hours usage above the minimum.~~
- ~~(10) Planetarium~~
  - ~~(a) \$30 basic minimum rate for up to four (4) hours usage.~~
  - ~~(b) Additional \$10 rate for each continuous hours usage above the minimum.)~~

(1) Theatre	\$100.00
(2) Gymnasium	100.00
(3) Cafeteria	75.00
(4) Athletic fields	60.00
(5) Exercise Room	25.00
(6) Theatre service rooms	
E129, E101, E102, Lobby	25.00
(7) Garden Room	25.00
(8) Continental Room	25.00
(9) Matrix	25.00
(10) Planetarium	25.00
(11) Classrooms - over 50	25.00
(12) Classrooms - under 50	15.00

In cases where income from an event exceeds \$250.00 a 10% of the gross will be charged.

AMENDATORY SECTION (Amending Order No. 28, filed 3/4/75)

WAC 132H-140-050 ADDITIONAL SERVICE FEES. ((Non-college groups shall be charged fees for additional service. These fees to be assessed by the Plant Operations Office (Scheduling Office). Additional services include the following: (1) Unusual preparatory and/or maintenance service. See Request for Optional Services Form BCC 040-035.

~~(2) Audiovisual services and equipment. See Request for Optional Services Form BCC 040-035.~~

~~(3) Special setups of tables and chairs, music equipment, etc. See Request for Optional Services Form BCC 040-035.~~

~~(4) Operation of concessions by a non-college group.~~

~~(5) Towels and locker fees.~~

~~(6) Managers, security, custodial and other staff may be required for the use of specialized facilities, and the group utilizing the facility will be charged for this service above the rental fee at the current hourly rate.~~

~~(7) In those cases where income from an event is over \$250, a percentage will be assessed of the total income in addition to the basic minimum rate. Such arrangements will be handled by the Plant Operations Office (Scheduling Office).)~~

Non-college and college groups may be charged fees for additional services or equipment. These fees are to be assessed by the Campus Operations and Services Office (Scheduling Office) in conjunction with special area managers. These service or equipment fees shall be recorded on the Application For Use Of Facilities form BCC 040-026. Additional services and equipment include the following: (1) Custodial

(2) Maintenance

(3) Audiovisual services and/or equipment

(4) Music equipment

(5) Managers or technicians

(6) Security

(7) Other equipment

#### AMENDATORY SECTION (Amending Order No. 28, filed 3/4/75)

WAC 132H-140-060 EXCEPTIONS. ((The basic special facility fee structure and request for additional services applies to all non-college groups with the following exceptions. (1) Non-college groups with whom Bellevue Community College has specific reciprocal facility agreements, non-profit community service groups, or as herein specified.

(2) The special facilities fee rate may not be charged if the non-college group has contracted for college food service in the cafeteria complex.))

The following activities may be exempt from facility rental fee but not necessarily from service or equipment fees.

(1) Sponsored by the college.

(2) Sponsored by state, county or city agencies.

(3) Educational public service meetings or gatherings and are open to the general public with no monies being involved.

(4) Group has contracted for catering in the cafeteria area.



**Bellevue Community College** 3000 Landerholm Circle S.E., Bellevue, Washington 98007

<b>APPLICATION FOR USE OF COLLEGE FACILITIES</b>	Application No.
Complete in full and return all copies to Plant Operations.	Acct. Control No.

<b>APPLICANT</b>	Organization _____	
	Address _____	Phone _____
	Person in Charge _____	
	Address _____	Phone _____

<b>PROGRAM</b>	Nature or Purpose of Function _____	
	Lecturer and Subject Matter _____	Anticipated Attendance _____
	Will there be Admission/Tuition/Donation Specify Amount _____	Use of Proceeds _____

<b>TIME</b>	Day(s) and Date(s) _____	Program Start - Finish _____
	Day(s) and Date(s) _____	— Unlock Time for Set-up _____

<b>FACILITY</b>	Facility Requested _____	
	Special Set-up _____	Catering Requested _____
	AV Equipment _____	

<b>AGREEMENT</b>	<p>The undersigned hereby certifies that the information given in the application is correct. The applicant agrees to observe all rules and regulations of the college and to exercise the utmost care in the use of the school premises and property. The applicant also agrees to hold Bellevue Community College harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse Bellevue Community College for any damage arising from the applicant's use of said facilities and will accept the college's estimate of damage.</p>	
	Applicant's Signature _____	Date _____

<b>APPROVAL</b>	Dept. Head _____	<b>CHARGES</b>			
	Director of Plant Operations _____				
	Date _____				
	Total _____				



REPEALER

The following section of Fees Relating to Special Facility Rental and Additional Services for Community College District VIII is repealed.

- (1) Form BCC 040-035.