

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. 144

Administrative Order No. 76

(1) Be it resolved by the board of Trustees of the Bellevue Community College, Community College District VIII acting at Bellevue Community College, 3000 Landerholm Circle, S.E., Bellevue WA - Board Room that it does promulgate and adopt the annexed rules relating to:

Facility Usage for Community College District VIII

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

This action is taken pursuant to Notice No. filed with the code reviser on. Such rules shall take effect:

- 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, the Board of Trustees, 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: Due to the state's financial crisis and the impact on the college, a more equitable facility fee structure is needed immediately; other areas of the rules and regulations need to be clarified including a pet policy for the protection and health of the public. 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 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 Board of Trustees, Bellevue Community College, Community College District VIII 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 for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED March 9, 1982 By Paul N. Thompson Secretary, Board of Trustees Title

MAR 11 1982 CODE REVISER'S OFFICE WSR 82-07-029

NOTE:

¹Pursuant to WAC 1-13-040, 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

RESOLUTION NO. 144

Administrative Order No. 76


A RESOLUTION relating to the adoption of emergency amendments and additions to permanent rules pertaining to Facility Usage 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-140-110 Facility Usage for Community College District VIII are hereby filed as emergency amendments and additions.

APPROVED AND ADOPTED March 9, 1982.

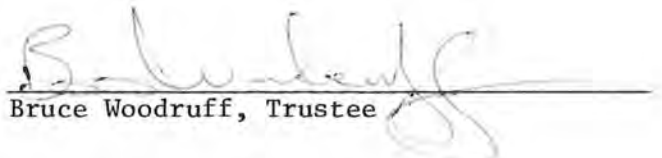
BOARD OF TRUSTEES


Patricia McGlashan, Chairman


Henry Seidel, Vice-Chairman


Mary McKinley, Trustee

Claire Thomas, Trustee


Bruce Woodruff, Trustee

ATTEST:



Paul N. Thompson, President
Bellevue Community College
Secretary, Board of Trustees
Community College District VIII

AMENDATORY SECTION (Amending Order No. 64., filed 9/17/79)

WAC 132H-140-010 TITLE. WAC 132H-140-010 through WAC 132H-140-~~((060))~~ 110 will be known as ~~((Fees Relating to Facility Rental and Additional Services))~~ Facility Usage for Community College District VIII.

AMENDATORY SECTION (Amending Order No. 64, filed 9/17/79)

WAC 132H-140-020 STATEMENT OF PURPOSE. ~~((The purpose of these regulations is to establish a basic facility fee structure and additional services regulations for non-college groups and for college groups where applicable.))~~ Bellevue Community College District VIII is an educational institution provided and maintained by the people of the state of Washington. The College reserves its facilities, buildings and grounds for those activities which are related to its broad educational mission. At other times, the college facilities will be made available to other individuals and organizations.

The purpose of these regulations is to establish a basic facility fee structure and additional services regulations for non-college groups and for college groups where applicable.

AMENDATORY SECTION (Amending Order No. 64, filed 9/17/79)

WAC 132-140-040 ~~((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) 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, #102, 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.))~~ FACILITY USAGE BOARD POLICY. The Board of Trustees of Bellevue Community College District VIII provides college personnel, students, faculty, staff, college formal and informal organizations and other outside individuals and organizations for the purpose other than in connection with BCC's regular educational, public service or support programs the opportunity to use the college grounds and buildings subject to WAC 132H-140-010 through WAC 132H-140-110 and in compliance with local, state and federal laws if (1) The individual or organization requesting the space is eligible to use it and

- 2) The space is available and has been reserved for the activity.

AMENDATORY SECTION (Amending Order No. 64, filed 9/17/79)

WAC 132H-140-050 (~~ADDITIONAL SERVICE FEES. 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))~~

SCHEDULING AND RESERVATION PRACTICES. No college facilities may be used by individuals or groups from outside the college unless the facilities including buildings, equipment and facilities land have been reserved. Facilities will be scheduled according to the following priorities: (1) Bellevue Community College scheduled programs and activities.

- (2) Major college events.
- (3) Foundation related events.
- (4) Non-college (outside individual or organization) events.

AMENDATORY SECTION (Amending Order No. 64, filed 9/17/79)

WAC 132H-140-060 (~~EXCEPTIONS. 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.))~~

LIMITATIONS. (1) Individuals, groups or organizations will be denied use of the college facilities if such requests are judged to interfere with the college's own teaching, public services or support programs or which interfere with the free flow of pedestrian or vehicular traffic.

(2) College facilities may not be used for private or commercial purposes unless such activities clearly serve the educational mission of the college and when sponsored by an appropriate college unit or when by contractual agreement with the college.

NEW SECTION

WAC 132H-140-070 OTHER REQUIREMENTS. (1) When deemed advisable by the Dean of Administrative Services, an individual or organization may

be required to make an advance deposit, post a bond and/or obtain insurance to protect the college against cost or other liability.

(2) When the college grants permission to an individual or organization to use its facilities it is with the expressed understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the college against any loss or damage claim arising out of such use.

NEW SECTION

WAC 132H-140-080 BASIC FACILITY FEE STRUCTURE. For the purpose of establishing and collecting facility rental fees users have been divided into three categories: (1) Recognized Bellevue Community College activities that are supported by a budgeting unit of the college are exempt from facilities fees.

(2) Bellevue Community College student organizations, groups who have contracted for food catering services, government agencies, and educational and non-profit organizations are not charged facility rental fees during the hours of 7 a.m. to 11 p.m., Monday through Thursday and 7 a.m. to 5 p.m., Friday. However, facility usage outside of these established hours will require a payment by the user to the college for out-of-pocket costs. Individuals and organizations, exclusive of Bellevue Community College student organizations and recognized Bellevue Community College activities, who derive financial benefits as a result of the use of facilities, will be charged as stated on the facility fee schedule.

(3) All other individuals, groups and organizations not covered in items (1) and (2) above will be charged as stated on the facility fee schedule.

NEW SECTION

WAC 132H-140-090 SERVICES AND EQUIPMENT FEES. Non-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 services 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

NEW SECTION

WAC 132H-140-100 DELEGATION OF AUTHORITY. The Board of Trustees of Community College District VIII delegates to the President or his/her designee, Dean of Administrative Services, the authority to establish and collect fees from facility users as specified in WAC 132H-140-010 through WAC 132H-140-110.

NEW SECTION

WAC 132H-140-110 PET POLICY. Pets (dogs, cats, birds, etc.) are prohibited from entering buildings operated by Bellevue Community College.

Pets on the grounds of Bellevue Community College shall be in the physical control of their owner in accordance with the City of Bellevue "Leash Law" ordinance, Chapter 8.04.

Exceptions to these regulations are animals used for the following purposes: (1) Assisting the visual or hearing impaired persons

(2) As part of an authorized BCC program purpose requiring their use.

(3) As part of a law enforcement agency in the performance of its duties.

(4) Participation in authorized special events.

Animals found to be in violation of these regulations shall be impounded and turned over to the King County Animal Control or a citation issued and a fine imposed on the owner. Exceptions to these regulations other than those listed above shall be directed to the Dean of Administrative Services.