Chapter 132I-140 WAC
USE OF FACILITIES

WAC
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WAC 132I-140-010  Purpose. The trustees of Highline Community College believe that educational and community service opportunities are extended to the community when the college's buildings, grounds, and facilities are made available for use by the students, faculty, administration, staff, and the community. This use shall not interfere with regular college activities and shall be in accordance with the public interest, welfare, laws of the state of Washington, and in the best interest(s) of the college as interpreted by the administration of Highline Community College and/or the board of trustees.

Intended or actual use in conflict with these policies or construed to be in any way detrimental to the college's best interests and/or original intent for that facility are strictly prohibited.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-010, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-015  Trespass. (1) Individuals who are not students or members of the faculty or staff and who violate these regulations will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the president, or his or her designee, to leave the college property. Such a request prohibits the entry of and use of college facilities by the person or group of persons requested to leave. Such persons shall be subject to arrest under the provisions of chapter 9A.52 RCW, as not law or hereafter amended.

(2) Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.

(3) Persons who violate a district policy may have their license or privilege to be on district property revoked and be ordered to withdraw from and refrain from entering upon any portion of the college facilities by the person or group of persons requested to leave. Such persons shall be subject to arrest under the provisions of chapter 9A.52 RCW, as not law or hereafter amended.

(4) No single group shall be allowed use of facilities on a regular or continuing basis.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-015, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-110  Right to deny use of facilities. (1) The trustees reserve the right to deny facility use to individuals or groups of a private nature whose activities, be they secret or otherwise, are inconsistent with the open and public nature of Highline Community College and where such use would conflict with the purpose of state and federal laws against discrimination.

(2) If at any time actual use of college facilities by the individual or group constitutes an unreasonable disruption of the normal operation of the college, such use shall immediately terminate, all persons engaged in such use shall immediately vacate the premises, and leave the college property upon command of the appropriate college official.

(3) Any individual or group granted permission to use college facilities shall agree in advance to abide by all college rules and regulations. The college reserves the right to deny use of college facilities to any individual or group whose past conduct indicates a likelihood that college rules and regulations will not be obeyed.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-110, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-120  Basis of fee assessment. (1) The basis for establishing and charging use fees reflects the college's assessment of the present market, the cost of operations, and an evaluation of the intended purpose and its relationship to the purposes of this college. The position of the board of trustees is that groups or organizations affiliated with the college should be permitted access to facilities at the lowest charge on the fee schedule which may include complimentary use. A current fee schedule is available to interested persons from the office of continuing education.

(2) The college does not wish to compete with private enterprise. Therefore, the college reserves the right to deny applications for facility use when the administration and/or the board of trustees believes a commercial facility can be

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patronized. At no time shall facility use be granted for a commercial
corporate activity at a rental rate, or upon terms, less than the
full and fair rental value of premises used.
[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and
28B.50.140. 92-15-115, § 132I-140-120, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-130 Application procedures. (1) At
least seven college working days prior to date of intended use
of any college facility, an authorized representative of the
requesting organization must submit proper and complete
written application on a "use of facility" form which may be
obtained through the college's office of community services.
A single application may be sufficient for a series of meetings
by an organization unless those meetings vary significantly in
some substantive way; then separate applications will be
required.

(2) Upon approval of the application, an authorized represen-
tative of the using organization shall sign the rental
agreement. By affixing a signature as representing the using
organization, the signatory specifies he or she has authority to
enter into agreement on behalf of the organization and if the
organization fails to pay the amount due, the signatory
becomes responsible for all charges which may include inter-
est payment for 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 made avail-
able to the renter; a minimum of up to fifty percent 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 facilities specified
on the agreement.

(6) The priorities for facility use place primary emphasis
on regular college events and activities. The board of trustees
reserves the right to cancel any permit and refund any pay-
ments for use of college facilities and equipment if the groups
use of college facilities and/or equipment would violate any
federal, state, local, or school law, regulation, or rule or when
the planned use could subject the college to any liability.

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

(8) The decision to issue permits is based on the assump-
tion that any admission charges are to be specified and
approved by the college.

(9) Organizations using Highline Community College's
facilities shall conduct all activities in accordance with all
applicable local, state, and federal laws including the rules
and regulations adopted by Community College District 9 as
stated in Title 1321 WAC and in the use of facility form.
[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and
28B.50.140. 92-15-115, § 132I-140-130, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-134 Request for brief adjudicative
proceeding over denial of facility use. Any organization
that is denied use of college facilities may challenge said
denial by filing an appeal as specified in WAC 132I-140-
135(2) with the president's designee.

Upon receipt of such appeal, the president's designee shall hold a brief adjudicative proceeding.
[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and
28B.50.140. 92-15-115, § 132I-140-134, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-135 Appeal of denial of facility use.
(1) Any organization whose application for facility use has
been denied may appeal such decision to the president.

(2) The appeal must be in writing and must clearly state
errors in fact or matters in extenuation or mitigation which
justify the appeal. The appeal must be filed within twenty-
one days from the date of service upon appellant of the order
denyng use of facilities.

(3) The president's determination shall be final.
[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and
28B.50.140. 92-15-115, § 132I-140-135, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-140 Supervision during activity. (1) Signato-
ries of the rental agreement as well as adult organiza-
tion leaders are responsible for group conduct and are
expected to remain with their group during activities. When
the use of special facilities makes it necessary that supervi-
sion be provided, the trustees reserve the right to require a
staff member represent the college at any activity on Highline
Community College facilities. Such service shall be paid at
the current rate, by the organization requesting use of the
facility (see WAC 1321-140-160), and does not relieve the
organization from safeguarding the college's property.

(2) The security staff or some other authority of the col-
lege will open and lock all rented facilities. Keys to buildings
or facilities will not be issued or loaned on any occasion to
any using organization with the exception of keys to desig-
nated off-campus locations.
[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and
28B.50.140. 92-15-115, § 132I-140-140, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-150 Care and maintenance of facili-
ties and equipment. (1) College-owned equipment shall not
be removed from college facilities for loan or rental. Organi-
izations wishing to use equipment in connection with a rental
should make arrangements through the office of continuing
education at the time of application. Further rental and oper-
aitional restrictions may be outlined when the application is
approved.

(2) Appropriate equipment is expected when using facili-
ties when the absence of such special equipment may be det-
rimental to that facility (e.g., tennis shoes must be worn on
gymnasium floors).

(3) Organizations allowed use of facilities are required to
leave premises in as good condition as when the organization
was admitted to its use. After facility use, organizations are
required to arrange for proper disposal of decorations and
other refuse when restoring the facility to its original condi-
tion for resumption of college use.

(4) Custodial and other services beyond those regularly
scheduled to support normal college activities may be
required for specific activities by outside groups, based on
the size of group, the complexities of the event, or the facili-
ties being used. Needed custodial services beyond that nor-
manly scheduled will result in that organization being charged
at the established rate. All extra custodial time required as a
result of the organization's use of the facility will be charged
(7/21/92)
to the organization, including those receiving complimentary usage.

(5) The security staff should be contacted for problems with facilities. The security staff will monitor any permit violations.

(6) All moving of college equipment for facility use will be under permission and supervision of the college.

(7) Any decoration or use of facility that may result in permanent damage or injury to the facility is strictly prohibited.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-150, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-160 Athletic facilities. (1) Highline Community College playing fields may be used by community members and groups provided such use does not interfere with regular college activities and that proper permits for use of college grounds have been secured for activities other than unorganized casual use.

(2) Highline Community College allows only highly restricted use in scheduling the use of the swimming pool. Permitted users shall comply with all pool regulations, as determined by the college. Such regulations may vary based on the anticipated use. Applications should be made on a use of facility form obtained through the college's office of continuing education. A condition of rental is the college's right to set forth the number of lifeguards and to select and hire these lifeguards on its own criteria. Cost of usage will include these employee's salaries and other personnel expenses.

(3) The pavilion may be used by community organizations subject to the same restrictions and regulations governing the use of other facilities. Because of the size of the facility, most users will be required to have college personnel on site during usage. Cost of usage will include these employee's salaries and other personnel expenses.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-160, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-170 Liability for damage. The lessee of college facilities, including agreement signatories and individual organizations leaders, shall be liable for any damage to college property occurring or having apparently occurred during the time the facility was being used by the organization. The lessee also agrees to hold harmless and indemnify Highline Community College, its agents, employees, officers, trustees, students and/or attorneys for any claim made against the college as a result of the lessee's use of college facilities. The college reserves the right to require using organizations to purchase insurance, naming the college as the insured, and may specify the amount of that insurance.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-170, filed 7/21/92, effective 8/21/92.]