

Policy on Use of Riverpoint Campus Facilities

Washington State University Spokane

effective January 1, 2006

Purpose and Delegation

Management of the Riverpoint Campus is intended to serve the interests of Washington State University and Eastern Washington University in collaboration.

“Washington State University is designated by state law as the institution with full power, authority, and responsibility to manage and operate the Riverpoint campus, housing academic programs operated and delivered by each institution...” (from the *Riverpoint Memorandum of Understanding, January 2004*), and WSU Spokane (hereafter WSUS) is pleased to coordinate policy development.

The purpose of the Policy on Use of Riverpoint Campus Facilities is to establish guidelines for the use of facilities under the authority of RCW 28B.30.095 and to delegate authority to administer the regulations adopted within the standards prescribed.

1. This policy governing the use of all facilities at the Riverpoint campus is primarily intended to support the educational mission of the campus. As such, priority will be given to the support of the teaching component of Washington State University and Eastern Washington University academic programs located on the Riverpoint campus with the least disruption to the students served.
2. The Board of Regents delegates to the President and the President delegates his authority to the Chancellor to establish procedures for proper review of the use of facilities; to establish, within the framework of these regulations, procedures governing such use; and to review rental schedules where appropriate.
3. Under authority granted above, the Chancellor has appointed a Facilities Use Advisory Committee* and authorized the Committee to establish policy for use of Riverpoint campus facilities. Preliminary approval of an event by an academic or administrative unit on the Riverpoint campus implies that a responsible official has applied his or her professional judgment to the content of the program, the qualifications of the individuals conducting the event, the manner of presentation, and has concluded that the event is consistent with the mission of their University.
4. Individuals who violate policies governing use of facilities will be advised of the specific nature of the violation and may be requested to leave campus property or be refused future use of campus facilities.
5. The primary contact for information on the use of Riverpoint facilities may be directed to the scheduling office. Questions regarding interpretations of policy will be referred to the Chair of the Facilities Use Committee.

****The Chancellor’s Facilities Use Advisory Committee membership shall include Riverpoint campus Director of Facilities Operations, two representatives from WSU, two representatives from Eastern Washington University, and WSU Spokane Director of Student Affairs serving as Chair.***

Definitions

University facilities include, but are not limited to, all buildings and grounds, parking lots, and airspace owned or controlled by the State of Washington at the Riverpoint campus. **(WAC 504-34-020)**

Authorized Users

1. WSU and EWU faculty, staff, or recognized student organizations may use Riverpoint campus facilities to hold events attended only by faculty, staff and/or enrolled students of either University.
2. Faculty, staff or recognized student organizations may use campus facilities to hold events to which individuals from external organizations or the general public are invited. Such events must receive preliminary approval from the director of an academic or organizational unit at WSU or EWU who has appropriate oversight over the requesting organization or individual prior to being considered for final approval.
3. Non-university organizations desiring use of Riverpoint campus facilities must have University-related sponsorship or submit written application showing relevance to the University mission to the WSU Spokane Director of Student Services.
4. In addition to the provisions of these regulations, use of facilities by WSU and EWU student organizations shall be consistent with each institution's policies governing student organizations.
5. User fees shall be set by the Riverpoint campus Chancellor with recommendations from the Facilities Use Advisory Committee. Users who have not paid fees within 30 days of an event will be denied further use of facilities. *(See page 7 Appendix for a list of fees.)*

Private or Commercial Enterprise

1. University facilities may be used for long-term private or commercial gain or by non-profit organizations only by special permission granted by the Chancellor, or his designee, the WSUS Director of Student Affairs, and when an agreement, lease, or other formal arrangement is entered into between WSUS and the person, corporation, or entity desiring to engage in commercial activity. All use requests must be submitted in writing.
2. Soliciting, vending and merchandising of goods, food, services, articles, wares, or merchandise of any nature whatsoever, within the boundary of State owned and controlled property is prohibited, except by written permission of the WSUS Director of Student Affairs. All requests must be submitted in writing to the WSUS Director of Student Affairs. Vendor representatives authorized by the WSUS Director of Student Affairs with appropriate identification are exempt from this provision.
3. Student organizations and other campus groups may request permission from the campus scheduling office to set up information tables in the public lobby or outdoor areas of campus.
4. University facilities may not be used by faculty, staff or students in connection with compensated outside service without approval. Approval and fees for such use may be determined by the Chancellor or other principal administrative officer in charge, with the approval of the President of the Washington State University or the vice-president and provost. **(WAC 504-34-050)**

Limitations

1. Riverpoint campus facilities may not be used in ways that substantially obstruct or disrupt educational activities or freedom of movement or other lawful activities on the campus. All parking regulations in effect on the campus shall apply to users of Riverpoint facilities.
2. Riverpoint campus facilities may not be used by groups, including informal groups, which discriminate in their membership or limit participation in activities on the basis of race, sex, including religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, sexual orientation, or status as a Vietnam-era or disabled veteran.
3. The Constitution of the State of Washington specifically prohibits free use of state facilities for religious worship, exercise, or instruction.
4. University facilities may be used for the purpose of political campaigning by or for candidates who have filed for public office only when sponsored by faculty, staff, or recognized student organizations.
5. Handbills, leaflets, and similar materials that conform to the above limitations may be distributed on campus by students, staff, or faculty. Persons not connected with the Universities are not authorized to distribute handbills or other materials without prior approval of the Chancellor. Handbills may not be placed on cars. Handbills may only be displayed on General Use bulletin boards. **(WAC 504-34-030)**
6. The Riverpoint campus is not equipped or staffed to provide the amenities normally associated with hotels, conference centers or other venues that specialize in providing space and support for meetings, conferences and events for the general public. Consequently, approval to use campus facilities does not construe that non-university users or event attendees will have access to use of university telephones, fax or copy machines, or other equipment or facilities not agreed to be provided in advance of the event, or to the provision of catering, messaging, secretarial, copying or similar services. In addition, WSUS will provide no facilities or equipment not approved in advance of the event (e.g., requests received on the date of facility use will not be honored).
7. Cancellations made later than 2 working days prior to a scheduled event will be charged 10% of room rental fee plus all unique costs incurred in preparing for the event.

Advertising Policies

The following policies apply to all advertising on campus.

1. Signs and Posters
 - a. All advertising, announcements or handbills are limited to General Use bulletin boards. All General Use bulletin boards will be cleaned off at the end of each calendar month. For use of other bulletin boards, contact the individual noted on bulletin board of interest.
 - b. No advertising should be attached to walls or other interior and/or exterior surfaces.
 - c. All outdoor advertising must have approval of the Chancellor or their designee.
 - d. Banners may be displayed only after securing permission from the Director of Facilities Operations.

- e. Freestanding signs may be placed on campus grounds and the mall with the approval of the Director of Facilities Operations.
 - f. No signs, handbills, or stickers are to be placed on trees, buildings, outdoor structures, or automobiles. Paint or chalk must not be used on buildings.
 - g. Before exhibits or displays are placed on the campus, compliance with the Americans with Disabilities Act and a request for placement must be coordinated with the Director of Facilities Operations.
 - h. It is the responsibility of the advertiser to remove advertising within 24 hours after the event.
2. Literature, handbills, and notices may be distributed at any reasonable outdoor area on campus, consistent with the orderly conduct of campus affairs, the maintenance of campus facilities, and the free flow of traffic and persons. Efforts must be made to avoid litter. Individuals or groups distributing are responsible for leaving the area clean, including all discarded handbills. Distribution by means of accosting individuals or by hawking is prohibited. (All handbills must be in accordance with Facilities Use Policy, section Limitations, paragraph 5.) Requests for use of public address systems must be approved by the Scheduling Office.
 3. Advertising for student government events or elections must be in accordance with Facilities Use Policy and the election policies of WSU or EWU.

Outdoor Activities Sponsored by Student Organizations (including but not limited to outdoor dances, concerts, carnivals and fairs)

Organizations (as defined in "Users" section) must submit a written request to the Facilities Use Advisory Committee. The sponsoring organization is responsible for damage to grounds and for cleaning up litter. Dances and outdoor concerts may be sponsored by student organizations recognized by WSU or EWU and must comply with applicable city ordinances such as those regulating noise.

Scheduling Space

All University facilities and outdoor areas must be scheduled in accordance with facilities scheduling procedures and City ordinances. Contact the Scheduling Office.

Other Requests

All other requests for use of campus facilities not expressly permitted by this document herein must be referred to the Director of Student Affairs for consideration. **(WAC 504-34-100)**

Building Hours

Buildings are open according to a schedule developed by the Chancellor, in consultation with the primary occupants of the buildings. The Chancellor or his designee is the University official authorized to develop and maintain the schedule and to authorize variances to the publicized schedule. **(WAC 504-34-110)**

Administrative Control

Individuals who are not students or members of the faculty or staff and who violate these Facilities Use regulations will be advised of the specific nature of violation, and if they persist in the violation they will be requested to leave campus property. Failure to comply with such a request will subject such individuals to arrest under provisions of RCW 9A.52.070 and 080 (criminal trespass or other applicable laws).

Members of the campus community, students, faculty, and staff who do not comply with these regulations will be reported to the appropriate campus office or agency for action in accordance with established policies. **(WAC 504-34-120; Health and Safety Regulations WAC 504-36)**

Control of Pets

1. Pets are not permitted in campus buildings (guide or help animals are not considered pets and are allowed).
2. Pets are not permitted on campus property unless on a leash and under control of the owner.
3. City of Spokane ordinances with regard to pets are in effect on the Riverpoint campus. Thus, pets that are picked up will be impounded at the city's contracted animal shelter. **(WAC 504-36-020)**

Safety Rules

1. Protection of the safety and general welfare of students, faculty, staff, performers, officials, and members of the general public attending or participating in events on the campus is a primary concern of WSU Spokane.
2. The following rules of conduct are applicable to all events in Riverpoint campus facilities, including all public areas of the building where the event is held.
 - a. Behavior which in the judgment of designated campus official constitutes a disruption of the event or safety hazard for other spectators or participants is prohibited. **(WAC 504-20-010)**
 - b. Consumption of alcoholic beverages is prohibited except in a controlled situation and if an alcohol use permit has been issued. Any such beverages found shall be removed by the possessor or delivered to the custody of designated campus officials or their representatives upon request.
 - c. Smoking is prohibited in all campus buildings.
 - d. Bicycles are not allowed inside campus buildings except in approved bicycle storage areas. Bicycle racks are available adjacent to the campus buildings. Bicycles will be impounded if found within buildings, secured to trees, handrails or other campus structures.
 - e. Firearms, explosives and other dangerous chemicals or weapons are not permitted within the campus facilities or property except by commissioned officers.
 - f. All students, faculty, staff, and visitors are required to observe the General Conduct Code of their institution. The WSU General Conduct Code is published in the *WSU Spokane Student Handbook*. The EWU General Conduct Code is published in the *EWU Student Handbook*.

3. Where there is reasonable cause to believe that persons are violating or are attempting to violate campus policies, such person or persons will be denied license or privilege to enter or remain in or upon the premises, and designated officials may take necessary action to deny entry or to remove such persons from the premises. Failure to vacate the premises upon request of designated campus officials or their designees may result in subsequent legal process under the laws of the state of Washington.
4. For purposes of this policy, designated officials include the President and Provost of WSU, and the following Spokane campus officials:
 - a. Chancellor
 - b. Vice Chancellor
 - c. Director of Finance
 - f. Director of Student Affairs
 - g. Director of Facilities Operations
 - h. Unit Coordinator for events sponsored by the unit
 - i. WSU Spokane security officers when 1) acting at the request of any of the above-named officials or their designee to enforce University regulations, and/or 2) enforcing state laws or local ordinances. **(WAC 504-36-030)**

Accommodation:

Washington State University provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation for an event, notify the scheduler at least ten days in advance.

APPENDIX

Fee Schedule

| | <u>FEE</u> |
|--------------------------------------|------------|
| Standard Classroom | \$65.00 |
| Conference Room | \$55.00 |
| Auditorium | \$275.00 |
| 110 SHSB Quads (for all 4) | \$275.00 |
| South Campus Atrium | \$100.00 |
| AudioVisual/IT Equipment Charges* | |
| TV/VCR | \$35.00 |
| Slide Projector w/ remote | \$20.00 |
| Internet Connection | \$50.00 |
| Microphone system (auditorium/quads) | \$75.00 |

*All audio-video charges are per day and subject to availability.

- Labor charges for custodial staff, security, AV technicians, maintenance crew and support staff, for events sponsored by campus faculty, staff, and students that require staff to work before 8 a.m. or after 4 p.m. weekdays, weekends and holidays are \$25.00 per hour, per person. Hourly rates for non-campus sponsored events will be \$50.00 per hour.
- Use of campus technology equipment must be monitored by campus technology staff.
- Energy use beyond existing equipment and lighting will incur additional charges. Additional charges for substantial amounts of trash will be passed on to user.
- *Cancellations made later than 2 working days prior to a scheduled event will be charged 10% of room rental fee plus all unique costs incurred by WSUS in preparing for the event.*