FACILITIES USE POLICY

GENERAL POLICY AND PURPOSE (Washington Administrative Code (WAC) 504-35-010)

Washington State University is an educational institution provided and maintained by the people of the state of Washington in order to carry out its broad missions of teaching, research, and public service. A state agency is under no obligation to make its public facilities available to the community for private purposes, and the university generally reserves its facilities, buildings, and grounds for its mission-related activities, including: Instruction, research, public assembly, student activities, and recreational activities related to education. However, the university makes facilities available for a variety of uses which are of benefit to the general public under the conditions set forth in these regulations if such general uses substantially relate to, and do not interfere with, university missions.

The purpose of these regulations is to establish procedures and reasonable controls for the use of university facilities by individuals and entities other than the university itself, including university employees, students, and registered student organizations, as well as individuals and groups that are not related to or affiliated with the university.

In reviewing conflicting requests to use university facilities, primary consideration is given to activities specifically related to the university's mission. Additionally, no use will be allowed that may interfere with, or operate to the detriment of, the university's own teaching or public service programs. Additionally, reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to ensure the proper maintenance of the facilities.

PURPOSE AND DELEGATION

1. The purpose of the Washington State University (WSU) Vancouver (hereinafter referred to as University) regulations governing use of 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.

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 Committee. Inquiries concerning the use of University facilities may be directed to the Vice Chancellor for Finance and Operations, WSU Vancouver.

DEFINITIONS

"University facilities" means all buildings and grounds owned or controlled by the university and the streets, sidewalks, malls, parking lots, and roadways within the boundaries of property owned or controlled by the university. (WAC 504-35-020)
**USERS**

1. University facilities may be used by WSU Vancouver university groups for educational, cultural or recreational activities provided for members of the University community. “University group,” for purposes of this policy, means registered student organizations as defined in WAC 504-28-010, or a recognized employee group of the university, currently enrolled students or current employees. (WAC 504-33-015-2)

2. Educational institutions, state agencies, federal agencies, or non-profit organizations may be granted use of facilities for short courses, conferences, seminars, meetings, programs and presentations under these provisions, when sponsored and approved by the University or its departments. Organizations desiring use of University facilities must have University-related sponsorship or submit written application showing relevance to the University mission to the Chancellor. (WAC 504-35-022)

3. In addition to the provisions of these regulations, use of facilities by student organizations shall be consistent with other provisions of the Student Handbook on Policies and Regulations. (Chapter 504-28 WAC)

**LIMITATIONS ON USE (WAC 504-35-030)**

The following limitations apply to all uses of any university facilities:

1. University facilities may not be used in ways which obstruct vehicular, bicycle, pedestrian, or other traffic or otherwise interfere with ingress or egress to the university, any university building or facility, or that obstruct or disrupt educational activities or other lawful activities on university grounds, university controlled facilities, or at university sponsored events.

2. University facilities may not be used in ways that interfere with educational, research, or public service activities inside or outside any university building or otherwise prevent the university from fulfilling its missions and achieving its primary purposes.

3. University facilities may not be used for the purpose of campaigning regarding a ballot proposition or by, for, or against candidates who have filed for public office, except that:
   a. University departments, student government organizations, or registered student organizations may sponsor candidate forums as well as issue forums regarding ballot propositions;
   b. Candidates for office and proponents or opponents of ballot propositions may rent university facilities on a short-term basis for campaign purposes to the same extent and on the same basis as may other individuals or groups;
   c. Candidates for office and proponents or opponents of ballot propositions may use the limited public forum areas using the procedures of Chapter 504-33 WAC to the same extent and on the same basis as may other individuals or groups; and
   d. A registered student organization may invite a candidate or another political speaker to one of the meetings of its membership on university property, if it has complied with the scheduling procedures of WAC 504-35-024.

4. University facilities may not be used in ways that create safety hazards or pose unreasonable safety risks to students, employees, or invitees or general public.

5. University facilities may not be used for commercial purposes, including: Advertising, commercial solicitation, sales, or other activities to promote a product, except as allowed under WAC 504-35-050.

6. University facilities may not be used in furtherance of or in connection with illegal activity.

7. University facilities may not be used in such manner as to create a hazard or result in damage to university facilities.
8. University facilities may not be used where such use would create undue stress on university resources (e.g., a request for a major event may be denied if another major event is already scheduled for the same time period, because of demands for parking, security coverage, etc.); except that the use of limited public forum areas for a first amendment activity may not be halted simply because the event may require additional university security or police costs.

9. Advance permission by the approving authority is required to use audio amplifying equipment. Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of university affairs.

10. Alcoholic beverages may be served only as allowed under university policies. It is the responsibility of the event sponsor to obtain all necessary licenses from the Washington State Liquor Control Board and adhere to their regulations, as well as all local ordinances, university rules, and regulations.

11. No person may erect a tent or other shelter on university facilities or remain overnight on university facilities, including in a vehicle, trailer, tent, or other shelter, with the following exceptions:
   a. The use and occupancy of university housing in accordance with Chapter 504-24 WAC;
   b. The use of facilities by a university employee or agent who remains overnight to fulfill the responsibilities of his or her position;
   c. The use of facilities by a university student who remains overnight to fulfill the responsibilities of his or her course of study;
   d. The use of facilities where overnight stays are specifically permitted in identified locations for attendees at special events designated by the university, such as staying in the RV lots during home football games, commencement, and special weekends.

12. Signs, posters and visual displays may be placed only at those locations authorized under, and in accordance with the restrictions of WAC 504-34-140. Handbills, leaflets, pamphlets, flyers, and similar materials may be distributed only in accordance with the same WAC.

13. Animals are not allowed in or on university facilities, except in accordance with WAC 504-36-020.

14. Smoking is not allowed in or on university facilities, except in accordance with Chapter 70.160 RCW.

15. Mopeds, Segweys, skateboards, roller skates, roller blades, bicycles, and similar personal transportation devices may be used on campus only as allowed by WAC 504-14-250, 504-14-930, 504-15-250, 504-15-930, 504-19-250, and 504-19-930.

FIRST AMENDMENT/FREE SPEECH ACTIVITIES (WAC 504-33-020)

Use of limited public forum areas (Free Speech) — Purpose

Freedom of expression is a highly valued and indispensable quality of university life, and the university desires to allow its students and employees the opportunity to utilize the facilities and grounds of the university to the fullest extent possible. The university commitment to this ideal does not, however, grant to individuals or groups an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the university's buildings, facilities and grounds are dedicated. The purpose of these time, place, and manner regulations is to establish procedures and reasonable controls for the use of the university's limited public forum areas by both non-university and university groups. It is intended to balance the university's responsibility to fulfill its mission as a state educational institution of Washington with the interests of non-university groups or university groups who are interested in using the campus for purposes of constitutionally protected speech, assembly, or expression. (WAC 504-33-020)
DEFINITIONS (WAC 504-33-015)

1. "Non-university group," for the purposes of this policy, means a collection of individuals that is neither a university affiliate, a registered student organization, nor a recognized employee group. The term also includes the individual members of these groups, when acting on behalf of the group, and individuals who are not currently enrolled students, current university employees, or employees of a university affiliate.

2. "University group," for purposes of this policy, means registered student organizations as defined in WAC 504-28-010, or a recognized employee group of the university, and also encompasses the individual members of these groups when acting on behalf of the group. The term also includes individuals who are currently enrolled students or current employees.

3. "University affiliates" or "affiliated entities" means those entities that have formal relationships with the university and also encompass those entities' officers, agents, and employees. The terms include, but are not limited to, the university foundation, the university research foundation, the office of the attorney general, the 4-H foundation, and the United States Department of Agriculture -- Agricultural Research Service. A list of affiliated entities is available on the campus use committee web site. The web site can be found by accessing the university's web site at http://www.wsu.edu.

4. "Limited public forum areas" means those areas of each campus that the university has chosen to be open as places for expressive activities protected by the first amendment, subject to reasonable time, place or manner restrictions.

At the Vancouver campus, the designated limited public forum areas are:

- The area of campus plaza directly east of the cafeteria extending to the stone wall; and
- The public sidewalks adjacent to public roads.

In addition to the public forum areas identified herein, the chancellors of the Spokane, Tri-Cities, and Vancouver campuses and the university president may designate additional areas of the campuses under their authority as public forums. Such additional public forum areas shall be set forth in the university's business policies and procedures manual.

"First amendment activities" include, but are not necessarily limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective or viewpoints.

PRIVATE OR CHARITABLE USE (WAC 504-35-050)

1. University facilities may not be used for private or commercial gain, including: Commercial advertising; solicitation and merchandising of any food, goods, wares, service, or merchandise of any nature whatsoever; or any other form of sales or promotional activity; except that commercial activity is allowable:

   a. If the campus use committee has determined that the commercial activity or use will serve an educational or public service purpose related to the university's mission;

   b. By special permission granted by the university president, or designee, if an agreement, lease, or other formal arrangement is entered into between the university and the person, corporation, or other entity desiring to engage in commercial activity;

   c. If the Vice Chancellor for Finance and Operations has authorized vendor representatives to solicit university departments, colleges, or business units, and where those representatives have appropriate university identification.

2. University facilities may not be used by faculty or staff in connection with compensated outside service, with the following exceptions:
a. Faculty or staff may use university facilities that are generally available to the public on the same basis, including payment of the same fees, as may other private citizens; and

b. Faculty may make private use of facilities to encourage basic and applied research in accordance with the provisions of the university policy adopted pursuant to RCW 42.52.220.

3. University facilities may not be used to benefit a charitable organization, with the following exceptions:

   a. Charities that are licensed in the state of Washington may use university facilities that are generally available to the public on the same basis, including payment of the same fees, as may private citizens;

   b. Charities that are licensed in the state of Washington may use facilities without charge by special permission granted by the university president, or designee, or the vice-president for business and finance where the university has determined that the charitable activity or use will serve an educational or public service purpose related to the university's mission and an agreement, lease, or other formal arrangement is entered into between the university and the person, corporation, or other entity desiring to engage in a charitable event; and

   c. Student government organizations, registered student organizations, and university units that have followed university policies and procedures to conduct fund-raising activities and have adhered to all scheduling requirements and other university policies.

4. The sale of any goods and/or services by an individual, organization, club or commercial entity on the WSU Vancouver campus requires advance approval from the Vice Chancellor for Finance and Operations. (This would typically only be granted in conjunction with an event serving an educational mission.) Proof of ownership must be provided to the Vice Chancellor and approval obtained. Permission must be requested 3 weeks in advance. Distributing, soliciting, or selling must be done without individuals hawking or shouting.

ADVERTISING POLICIES (WAC 504-34-140)

The following policies apply to all advertising done on campus and to all users, except for the university itself.

1. Signs, posters, placards, banners, handbills, flyers, announcements, and similar materials may be placed:

   a. Indoors:

      i. On bulletin boards that have been designated “free speech” bulletin boards by the university. All other bulletin boards are reserved to the use of the university department that manages them, and only information related to university, university recognized or sponsored activities, college, or department may be posted thereon.

      ii. Bulletin boards that have been designated as free speech will contain notice of that designation, together with the note as to whom, if anyone, must be contacted in order to post on the board. That individual may date stamp the material, but will not deny a request to post based upon the content of the message.

   b. Outdoors:

      i. On bulletin boards designated for General Use;

      ii. Free-standing displays may be placed on free speech areas of each campus, if the user has received the written approval of the chief administrator designated at that campus prior to posting, who may deny or defer a request to a later date based upon competing uses of the requested space, but will not deny a request based upon content. Such chief administrator is identified on the campus use committee web site. The web site is found by accessing the WSU web site at http://www.wsu.edu.

2. Signs, posters, placards, banners, handbills, flyers, announcements, and similar materials may not:

   a. Be placed on, taped, glued, or otherwise affixed to walls, windows, furniture, or any interior surfaces;
b. Be placed on, taped, glued, or otherwise affixed to trees;

c. Be placed on, taped, glued, or otherwise affixed to a building exterior;

d. Be placed on, taped, glued, or otherwise affixed to walkways, floors, or sidewalks; or

e. Be placed on, taped, glued, or otherwise affixed to vehicles while located on university owned or controlled grounds, with the exception of official university notices distributed with the approval of the department of parking services.

3. Neither paint, chalk, nor other marker may be used on any walkway, sidewalk, floor, or on any portion of a building.

4. The individual or group posting the sign, poster, placard, banner, handbill, flyer, announcement, or similar material must:

   a. Ensure that any document posted on a General Use bulletin board or kiosk is no larger than eleven inches by seventeen inches;

   b. Not post material so that it covers other postings;

   c. Remove the material and related fasteners:

      i. Within two weeks of posting; or

      ii. Within twenty-four hours of the end of the event promoted on the material, whichever is shorter, provided that continuing service signs may be redated/stamped and reposted; and

   d. Obtain a date stamp, where required by the university department/unit responsible for a bulletin board, or clearly write the date of posting on the material.

5. Removal of materials by university. The university retains the right to remove the following:

   a. Material that does not contain the posting date.

   b. Material that is not removed within two weeks of posting or within twenty-four hours of the end of the event, whichever is shorter.

   c. Material on bulletin boards or kiosks that exceeds the size limitations.

   d. Material that is posted so that it covers other documents.

6. Literature, handbills, flyers, pamphlets, and notices.

   a. Literature, handbills, flyers, pamphlets, notices, and similar materials may be distributed to individuals in any of the university's limited public forum areas consistent with the orderly conduct of university affairs, the maintenance of university property, and the free flow of vehicular and pedestrian traffic.

   b. Efforts must be made to avoid litter when distributing these materials.

   c. Materials may not be placed on or affixed to vehicles located on university owned or controlled grounds.

   d. Individuals or groups distributing are responsible for leaving the area clean, including picking up all discarded materials and placing them in the trash.

   e. Distribution by means of accosting, confronting, detaining, or waylaying individuals or by hawking is prohibited. Distribution by means of offering materials to passers-by who indicate a willingness to accept them is allowed.

7. Advertising for student government elections shall be in accordance with the rules established by the Facilities Use Policy and the ASWSUV Election Board.
8. Dining Services Tabletop Advertising: The only notices and/or advertisements allowed on tables in the Dining Services area, with the exception of Dining Services materials, must be displayed inside the clear plastic table easels owned by Student Affairs and the ASWSUV. There will be no more than two easels per table. Those wishing to advertise must make arrangements for scheduling of tabletop advertisements with Office of Student Involvement (OSI) (546-9163). Advertisements not displayed in accordance with this policy will be removed.

SCHEDULING SPACE

All WSU Vancouver classrooms, conference rooms, instructional computer labs, Galleries, and outdoor areas including the plaza and amphitheater must be scheduled using the adopted software system that supports a campus-wide master calendar. Facility use scheduling guidelines must be followed.

COLLECTION BARRELS: Requests for the placement of Collection Barrels must be sponsored by a campus department or organization rather than an individual; exceptions or unusual requests must be approved by the Facilities Use Committee. No more than two collection barrels per building (VCLS, VSSC, VLIB, VFSC, VELSB, VMCB, VMMC, and VUCB) will be allowed. Each requestor will be limited to 1 barrel per building for their particular activity/organization, and a two-week limit will be placed upon the collection activity. The Facilities Operations Scheduler will schedule placement of barrels.

ADMINISTRATION BUILDING ALCOVE: Campus groups requesting the use of the Administration Building Alcove shall be limited to 8 uses per term with no more than three appearances in any one week.

OTHER REQUESTS

If a requestor is uncertain where to direct a request to use a particular facility, or if the approving authority for a particular facility is not on the university list, he or she should address his or her request to the campus use committee or to the vice-president for business and finance or designee. (WAC 504-022-3)

CONTROL OF PETS

1. Pets are not permitted in University buildings.
2. Pets are not permitted on University property unless on a leash and under control of the owner. (Some exceptions apply - WAC 504-36-020: 3-7)
3. Pet waste must be removed and disposed of by owner.
4. Livestock is not permitted on WSU Vancouver property.
5. Clark County Ordinance Title 8, is in effect on the WSU Vancouver campus. Thus, pets that are picked up will be impounded at the Clark County Animal Shelter. (WAC 504-36-020)
6. Any exceptions to the above require approval from the Chancellor.

SAFETY RULES

General & Events

1. Protection of the safety and general welfare of students, faculty, staff, performers and officials and members of the general public on the campus is a primary concern of WSU Vancouver
2. The following rules of conduct are applicable at WSU Vancouver, including all areas of the facility.
   a. Behavior which in the judgment of designated University officials constitutes a disruption university business or safety hazard for others is prohibited (WAC 504-20-010). (WAC 504-35-030 (2))
b. Possession and/or 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 University officials or their representatives upon request.

c. Smoking is prohibited in all University buildings. (RCW 70.160.030)

d. Firearms are not permitted on the WSU Vancouver campus or property except by commissioned officers. (WAC 504-26-213)

e. All students are required to observe conduct as outlined in the WSU Standards of Conduct for Students, published in the WSU Vancouver Student Handbook.

3. When the university grants permission to an individual or organization to use its facilities it is with the understanding and on the condition that the individual or organization is responsible to clean the facility and leave it in its original condition at the conclusion of its use or event. The facility may be subject to inspection by a representative of the university after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary cleanup or for the repair of damaged property.

ENFORCEMENT

1. Where there is reasonable cause to believe that persons are violating or are attempting to violate the requirements identified in WAC 504-35-150, 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 University officials or their designees may result in subsequent legal process under the laws of the state of Washington, RCW 9A.52 (criminal trespass or other).

2. For purposes of WAC 504-36-030, designated officials include the president of the University, the executive vice-president, and the following officials:

   a. Chancellor
   b. Vice Chancellor of Academic Affairs
   c. Vice Chancellor for Finance and Operations
   d. Director of Development and Alumni Relations
   e. Director of Vancouver Information Technology
   f. Vice Chancellor for Student Affairs.
   g. Director of Facilities Operations
   h. Academic Director for events sponsored by the department
   i. Officers of the WSU Vancouver Department of Public Safety 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)