

CCS Administrative Procedure

6.10.02-A Use of Community Colleges of Spokane (CCS) Facilities

Implementing Board Policy [6.10.02](#)

Contact: Office of the College President

1.0 Purpose

- 1.1 Community Colleges of Spokane, is an educational institution provided and maintained by the people of the state in order to carry out its mission pursuant to chapter 28B.50 RCW. The purpose of this policy is to assure that all facilities operated, owned or maintained by the district are reserved primarily for those activities which either are related directly to the district's mission or are otherwise justifiable on the basis of their contributions to the cultural, educational, economic or recreational interests of the state and its people.
- 1.2 The board of trustees delegates to the chancellor, or staff so designated by the chancellor, the authority to establish procedures for the regulation and review of the use of district facilities and to establish user fees where appropriate.
- 1.3 Facility use under this procedure applies to short-term use and is not to be confused with long term rental, lease arrangements, nor instructional use. Use is subject to all federal and state laws, rules and policies of the Board of Trustees, and consistent with applicable administrative procedures and use fee schedules.
- 1.4 All district facilities are subject to the use fee schedule established under this procedure, without exception. Use fee schedules will include related services.
- 1.5 State appropriated funds will not be used to support intercollegiate sports activities.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Appointing Authority: the lawful authority under WAC 357-01-025, Board Policy 2.10.01 and Administrative Procedure 2.10.01-A to make appointments of eligible persons to CCS positions and execute specified agreements.
- 2.2 Facilities: a district owned or controlled property, building, or component of that property/building. This may also include leased buildings and property per the terms of that specific lease.
- 2.3 CCS: shall include Spokane Community College, Spokane Falls Community College, and any other college or organizational unit established by the district board of trustees.
- 2.5 Scheduling Office: office at the college responsible for scheduling college facilities use (including use of college athletic fields, structures and stadiums). The designation of scheduling offices shall be made by the designated appointing authority.
- 2.6 Internal Event: event scheduled and attended by college personnel and/or students to further the mission of the institution. Internal events may be attended by the general public or have general public displays, demonstrations, or booths.
- 2.7 External Events: event scheduled and organized by an organization or individual for their personal gain and/or benefit.
- 2.8 User fee: fee charged for the use of facilities and services.

3.0 Users

- 3.1 College personnel and official student organizations of CCS may use district facilities to hold events for college personnel and students.
- 3.2 College personnel and official student organizations may use district facilities to hold events to which the general public is invited when such use complies with this administrative procedure and is approved by the respective college president or designee.
- 3.3 Organizations or persons other than district personnel or official student organizations may use district facilities to hold events for their members and the general public if such use complies with this administrative procedure and is approved by the respective college president or designee.
- 3.5 Use of facilities for religious purposes is permitted on the same basis as for nonreligious purposes and consistent with the terms of this procedure.

4.0 Limitations

- 4.1 District facilities of CCS may not be used in ways that substantially obstruct or disrupt educational activities or freedom of movement or other lawful activities on or in district facilities.
- 4.2 District 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, creed, color, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability.
- 4.3 College personnel or official student organizations may use district facilities to present educational forums regarding ballot propositions and/or candidates who have filed for public office as long as the audience is limited to college personnel and students. However, pursuant to RCW 42.17.130 "the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition" is prohibited.
- 4.4 District facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless such activities are in conjunction with authorized users as described in Section 3 and approved by the respective college president or designee.
- 4.7 District facilities may be used by other public or private educational institutions if the intent is to meet a community need not being fulfilled by CCS and where such activities do not interfere with the educational programs being offered by CCS or with the maintenance and repair programs of the district. A user fee will be assessed unless waived or reduced according to Section 8 of this procedure.
- 4.8 Organizations or persons other than district personnel or official student organizations may use district facilities only after appropriate user fees have been paid in full.
- 4.9 CCS reserves the right to require that the district be represented at any use of facilities where the presence of a representative is in the best interest of the district.
- 4.10 CCS equipment shall be used only when authorized and shall not be removed from any facility unless written authorization for such removal has been obtained prior to use.
- 4.11 No decorations or other application of material to walls, ceiling or floors of any facility shall be permitted.

- 4.12 College property may not be used for camping, defined to include sleeping, carrying on cooking activities, storing personal belongings, or the erection of tents or other shelters or structures used for purposes of personal habitation unless associated with emergency management activities.

5.0 Safety and Liability

- 5.1 It is the responsibility of any person or organization requesting the use of district facilities to ensure that the proposed use will be carried out in a manner that assures the safety of all persons concerned. Compliance with applicable fire, health and safety regulations is required.
- 5.2 Authorization to organizations or persons other than district faculty, staff, or official student organizations for the use of district facilities is granted with the express understanding and condition that such organization or person assumes full responsibility for any loss, damage or claims arising out of such use. Users must provide proof of appropriate liability insurance coverage with limits of at least one million dollars per occurrence to the college scheduling office.
- 5.3 Liability insurance may be waived by the appointing authority if the events does not involve physical activity, or otherwise would increase the risk of bodily injury above the level inherent in the facility to be used.

6.0 Facility Use Fee Schedule

- 6.1 According to Article VIII, section 5 of Washington State's Constitution, private groups are required to pay to use a state institution's facilities because such use would otherwise be considered an unconstitutional gift of public funds. In compliance with state law, then, CCS will establish and maintain reasonable rental rates for the use of their facilities.
- 6.2 Fees charged for facilities shall take into account the full direct and indirect costs, overhead, and the price of such items in the private marketplace.

7.0 Supporting Department Expense Processing

- 7.1 Departments that provide support for facility rentals and event set-ups, (principally Security, Athletics, Business Office, Information Technology, Facilities, etc.) will utilize 25Live for expense reporting related specifically to the event.
- 7.2 Departments providing direct support for facility rentals and event set-ups are authorized to present charges for services provided for:
- 7.2.1 Internal events or related setups for staff and students that occur during non-duty hours. Duty hours are defined as 8 AM to 5 PM Monday through Friday
- 7.2.2 Internal events that happen during normal duty hours but require additional resources i.e. increased campus security personnel or additional custodial support
- 7.2.3 All external customer events regardless of day or time.
- 7.3 Use Agreement Fee Reductions/Waivers granted by college presidents for external events only apply towards the rental fee for the person/organization renting facilities; they do not remove/reduce costs charged by departments providing support.
- 7.4 Reimbursement of expenses related for facilities rentals will be made quarterly through the central scheduling office.

8.0 Fee Reduction/Waiver

8.1 The appointing authority may consider and approve a request for facility use fee reduction or waiver based on one or more on the following:

- 8.1.1 The organization or event does not charge a participant (attendee) fee.
- 8.1.2 The event relates in some way to the district's or college/unit's mission.
- 8.1.3 The event has a direct educational or professional development benefit to district students and/or faculty/staff.
- 8.1.4 The event has substantial CCS student/faculty/staff participation.
- 8.1.5 Waiver/reduction of fees does not violate Article VIII, Section 5 of the Washington State Constitution.
- 8.1.6 The organization is, a Washington state agency or institution of higher education.
- 8.1.7 Where private individuals or groups are appearing at an event which (1) is sponsored by the student body, staff, or faculty; and (2) advances the educational mission of the institution. Examples are a college-sponsored, nonpartisan political forum, or a student-sponsored appearance by a public figure.
- 8.1.8 The organization or event does not generate funds from subletting vendor booth space.

8.2 Waiver/reduction of fees are limited to single events; long term waivers are not authorized.

9.0 College Implementation Protocols

9.1 College presidents are responsible for the implementation of this administrative procedure and the financial viability of facility rentals/use on their respective campuses.

9.2 Implementation protocols/practices will include, at a minimum, the following:

- 9.2.1 Establish a single scheduling office for each campus and subject all campus facility (including college athletic fields, structures and stadiums) scheduling requests to that office.
- 9.2.2 Live protocols for reservation, contract development, and recordkeeping (events history and financial records)
- 9.2.3 Accounting practices to track revenue and expenses for all college controlled property
- 9.2.4 Excess revenue distribution protocols
- 9.2.5 Fee schedule development and annual fee schedule review protocols
- 9.2.6 Criteria for denying facilities rentals to any external organization/person
- 9.2.7 College must implement this procedure no later than June 30, 2020