

# Seattle College District Procedure

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## NUMBER: 250

## TITLE: USE OF SEATTLE COLLEGE DISTRICT FACILITIES

ADOPTED DATE: 11/22/1993 LAST REVISED: 2/14/2011

Seattle College District VI 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 that are related to its broad educational mission. At other times, the college facilities may be made available to other individuals and organizations.

The purpose of these regulations is to establish procedures and reasonable controls for the use of college facilities for non-college groups and for college groups where applicable.

In keeping with this general purpose, and consistent with [RCW 28B.50.140\(7\)](#) and [28B.50.140\(9\)](#), facilities should be available for a variety of uses which are of benefit to the general public if such general uses substantially relate to and do not interfere with the mission and programs of the college. However, a state agency is under no obligation to make its public facilities available to the community for private purposes.

Primary consideration shall be given at all times to activities specifically related to the college's mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college's own teaching, or public service programs.

Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community.

### Scheduling and Reservation Practices

The primary purpose of college facilities is to serve the instructional program of the college. However, the facilities, when not required for scheduled college use, may be available for rental by the public in accordance with current fee schedules and other relevant terms and conditions for such use.

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.

In determining whether to accept a request for the use of college facilities, the administration shall use the district and college's mission statement and the following items, listed in priority order, as guidelines:

- Seattle College scheduled programs and activities.
- Major college events.
- Foundation related events.
- Non-college (outside individuals or organization) events.

### Facility Rental/Use Fees

Fees will be charged in accordance with a schedule available at the facilities events office or campus business office. The colleges reserve the right to make pricing changes without prior written notice, except that such price changes shall not apply to facility use agreements already approved by the college.

The following activities are exempt from Facility Rental Fees provided they do not result in incremental costs such as custodial, security, etc.

- Activity sponsored by the campus or the District.
- Activity for which the President (or designee) waives the rental fee due to its benefit to the college or the community.

### Other Requirements

When using college facilities, 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. These determinations will be made on a case-by-case basis by the President (or designee).

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.

### Limitations and Denial of Use

The college may deny use of its facilities to any individual, group, or organization if the requested use would:

- interfere or conflict with the college's instructional, student services, or support programs;
- interfere with the free flow of pedestrian or vehicular traffic on campus;
- involve illegal activity;
- create a hazard or result in damage college facilities; or
- create undue stress on college 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.).

Where college space is used for an authorized function (such as class or a public or private meeting under approved sponsorship, administrative functions or service related activities), groups must obey or comply with directions of the designated administrative officer or individual in charge of the meeting.

For college-sponsored events at which no fee is charged for usage, the individual in charge of the meeting will safe-guard College facilities, furnishings and equipment and will reimburse the College for damage to any College property (for events sponsored by College departments, damages will be charged to the sponsoring department's budget). The individual in charge will be on College premises at all times when the group is present, will be spokesperson for the group in all dealings with the College, and will be responsible for all actions and activities of the sponsored group. The individual in charge will ensure that all individuals using College facilities during a sponsored event are aware that they will be subject to College rules which may be enforced by appropriate College personnel. This will include standards of conduct and decorum, as well as driving and parking regulations.

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 likelihood that college rules and regulations will not be obeyed. The college may also deny use to a requesting individual or organization which has used the facilities in the past and has damaged college property, left college buildings and grounds in excessive disorder, or failed to cooperate with college staff concerning use of the facilities.

No person or group may use or enter onto college grounds or facilities having in their possession firearms or other dangerous weapons, even if licensed to do so, except commissioned police officers as prescribed by law.

College facilities may be used for purposes of political campaigning by or for candidates who have filed for public office, directed to members of the public, only when the full rental cost of the facility is paid. Use of state funds to pay for facility rental costs for political campaigns is prohibited. No person may solicit contributions on college property for political uses, except where this limitation conflicts with federal law regarding interference with the mails.

Orderly picketing and other forms of peaceful dissent are protected activities on and about the college premises when such premises are open to public use (per Policy/Procedure 270). However, interference with free passage through areas where members of the college community have a right to be, interference with ingress and egress to college facilities, interruption of classes, injury to persons, or damage to property exceeds permissible limits. While peaceful dissent is acceptable, violence or disruptive behavior is not a legitimate means of dissent. If any person, group, or organization attempts to resolve differences by means of violence, the college retains the right to take steps to protect the safety of individuals, the continuity of the educational process, and the property of the state.

If at any time actual use of college facilities by an 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.

Advertising or promotional materials for any event being held in a college facility must follow the same procedure as applies to students.

Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs.

Seattle College facilities may not be used for private or commercial purposes unless such activities clearly serve the mission of the college. Commercial uses may also be made as noted in [WAC 132F-136](#).

Alcoholic beverages will not be served without the approval of the president or his/her designee. It shall be the responsibility of the event sponsor to obtain all necessary licenses from the Washington State Liquor Control Board and adhere to their regulations, and those of the Seattle Colleges.

*Chancellor's Cabinet – Revision & Adoption History*

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