



POLICIES AND PROCEDURES



Policy

Space Scheduling and Usage

Adopted December 18, 2007

Category(ies) *Finance and Administration*

(1) **General policy.** The Evergreen State College is an educational institution provided and maintained by the people of the state of Washington. First priority in scheduling and use of campus buildings, properties and facilities shall be for activities related to Evergreen's broad educational mission.

(2) **Limitations.**

(a) College facilities may not be used in ways which interfere with or are detrimental to the college's own teaching, research, public service or support programs, or which interfere with the free flow of pedestrian or vehicular traffic.

(b) College facilities may not be used for religious worship, exercise, or instruction (Washington state constitution, Article I, section 2).

(c) College facilities may not be used for private or commercial purposes such as solicitation, sales, advertising, or promotional activities, unless such activities clearly serve educational purposes and are sponsored by or undertaken at the request of an appropriate college unit or are by contractual agreement with the college.

(d) College facilities may be used on a nondiscriminatory basis for the purpose of political campaigning by or for candidates who have filed for public office. Space is provided to the candidate or party on a rented basis at the same rates as nonpolitical activities or public service events sponsored by the college.

(e) In no case may college facilities or services be used to establish or maintain an office or headquarters for a political candidate or partisan political cause.

(f) No speaker or performer will be barred from appearance on the Evergreen campus on account of nationality, race, color, sex, religion, political affiliation, or personal philosophy.

(g) No person has an inherent right to conduct an event or speak, lecture, or perform on the Evergreen campus.

(h) No person has a right to demand that he or she be allowed to participate in an event or listen to or watch a speaker, lecturer, or performer on the Evergreen campus.

(3) **Penalties.** Persons other than Evergreen students, faculty, and staff who violate these policies may be referred to civil authorities for appropriate prosecutions, including violations of the law of criminal trespass;

Evergreen students, faculty, and staff who violate these policies shall be subject to sanctions under Evergreen governance policies.

(a) In exceptional cases, the president may at his or her discretion limit participants or audience to members of the group who issued the invitation.

(4) Sponsoring.

(a) Any Evergreen academic program, recognized student organization, or appropriate account administrator is eligible to sponsor an event or the appearance of a speaker, lecturer, performer, or other individual or group from outside the college; provided that the individual or group sponsored is directly related to and subject to compliance with local, state, and federal laws. No faculty, staff, or student group may sponsor an individual or group for the sole purpose of avoiding conference services rental fees.

(b) The use of college premises and facilities by an individual or groups for purposes other than in connection with Evergreen's regular educational, research, public service, or support programs will be permitted, if:

1. The individual or group requesting the space is eligible to use it; and
2. The space is available and has been reserved for the event or appearance with conference services; and
3. The individual or group pays appropriate rental fees.

(5) Scheduling and reservation priorities.

(a) No college facilities may be employed for an event or appearance of a speaker, lecturer, performer, or other individual or group from outside the college unless and until the facilities required have been reserved. Reservation for the use of college facilities, including buildings, equipment, and land, will be assigned according to the following priorities:

1. Academic buildings and the college recreation center:
 - a. The college's regular instructional, research, public service, and support programs;
 - b. Major college events;
 - c. Student, faculty, and staff related events;
 - d. Alumni related events;
 - e. Noncollege (outside individual or organization) related events.
2. College activities building (other than areas designated for specific functions such as food service and the bookstore):
 - a. Student related events;
 - b. Major college events;
 - c. Faculty and staff related events;

- d. Alumni related events;
- e. The college's regular instructional, research, public service, and support programs;
- f. Noncollege (outside individuals and organizations) related events.

3. Resident halls (common areas only):

- a. Resident hall residents related events;
- b. Other student related events;
- c. Faculty and staff related events;
- d. Alumni related events;
- e. The college's regular instructional, research, public service, and support programs;
- f. Noncollege (outside individuals and organizations) related events.

(6) **Facilities assignment and scheduling.** Responsibility for assigning and scheduling college buildings and land lies with the director of general services, subject to his or her delegation.

(7) **Procedures for securing permission and reservations.**

(a) No permission is necessary for a speaker or performer invited by a faculty member or staff member to participate in the regular instructional, research, public service, or support programs of the college if it is not necessary to make special arrangements for facilities and if the appearance will not disrupt the college's normal operations or interfere with the rights of others. (If the event is to be open to the public, the procedures outlined in the following paragraphs must be followed.)

(b) Permission to schedule and reserve space for an event or appearance other than as delineated in subsection (a) of this section must be secured by the following procedures:

1. For events open to the public and events for other than the campus community and/or requiring special arrangements, i.e., special set up, sound equipment, video equipment, or food service, complete a tentative production planning form and production clearance report available at the office of student activities.
2. For commercial activities in the college activities building mall area, contact the student activities office (CAB 305) and complete the application for commercial use of the college activities building. For commercial activities other than the college activities building mall area, contact the conference services office.
3. For conferences and for noncollege events contact conference services for all reservations and support services.
4. For student, faculty, and staff related events not requiring any special arrangements contact the campus scheduling office located in the office of general services.

(8) **Scheduling and procedures.**

(a) Preference in scheduling space for free use will be given to the college's regular instructional, research, public service, support, or college activity programs.

(b) The director of general services or his or her designee shall decide whether the proposed use of the space relates to a college function. Sponsors of all other events or appearances that are not directly related to college business will be charged for the use of college facilities in accordance with the schedule of charges established and published by the director of general services.

(c) College student activities that do not have a budgetary unit sponsoring the function must register with the director of recreation and athletics, and/or student activities to be recognized as a student group.

(d) State agencies, state schools, and local municipalities may schedule meetings or staff training in available space by contacting conferences. A scheduling fee will be charged for up to three days and less than one hundred fifty people. When more than three days are requested, the group will be charged one-half the normal rental fee. The fee for groups larger than one hundred fifty people will be negotiated.

(e) Special services (e.g., extra janitorial, security, audio visual equipment, coffee) related to special events or appearances will be charged to the user.

(9) Other requirements.

(a) When deemed advisable by the director of recreation and athletics, student activities, or the conference manager, the sponsor or conductor of an event may be required to make an advance deposit, post a bond, and/or obtain insurance to protect the college against damage costs or other liability.

(b) Permission to an individual or organization for use of college facilities, when granted, carries the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from the use of college facilities and agrees to hold harmless and indemnify the college against any loss, damage, or claims arising out of such use.

(10) Audio and visual recording. The sponsor of any event or appearance shall be responsible for obtaining written clearances from the speaker or performer if any audio or visual recording of the presentation is to take place; such clearance shall be deposited with and maintained by the college's grants and contracts accountant. The form for this purpose is available from the grants and contracts office.

(11) Activities for commercial purposes.

(a) Definitions. "Commercial purposes" is the exchange of goods or services, solicitation, or promotion which results in profit: "For profit" is monetary gain.

(b) Charges for use of facilities for commercial purposes shall be made at the scheduled rates except in the following cases:

1. Commercial activities to support instructional programs (e.g., bake sales, pottery, and ceramic sales);
2. Commercial activities by recognized student activities groups;
3. Commercial activities by the regular campus food service;
4. Commercial activities by the college bookstore;

5. Commercial activities by publishers and manufacturers of books, equipment, and facilities which aid the instructional, research, public service, or operational programs of the college.

(c) Application for the use of campus facilities for commercial purposes is made with the vice-president for finance and administration. In addition to the satisfaction of any requirements imposed for advanced deposit, bond, and/or insurance, and the indemnification of the college against loss, damage, and/or claims, the application shall include:

1. Statement of goals and objectives;
2. Justification statement demonstrating the necessity for the venture on campus and an assessment of needs;
3. An inventory of legal requirements (including tax obligations) to be met and evidence of the individual's or organization's ability to comply with them;
4. A pro forma balance sheet and profit and loss statement with supporting detail for revenue and expense. Projections should cover the next two fiscal years;
5. A commercial activities policy that conforms to the college's policy on commercial activity.

(12) **Revenues.** All revenues which accrue to the college from charges for use of facilities and for college services shall be paid to The Evergreen State College for deposit by the cashier in the respective fund or account for which the revenues are earned.

(13) **Conference services.** The conference manager for the college shall offer college facilities and services for conferences and conventions when the campus atmosphere is particularly appropriate or when demands for facilities and services exceed the demands for local private enterprise, but shall never place itself in a position of direct competition with businesses in Thurston county.

(14) **Space allocation and assignment.** The successful planning, utilization, and assignment of campus space requires responsible management. To ensure that space is effectively and efficiently used, a space committee has been established and assigned this responsibility. The committee is charged by the vice-president for finance and administration.

(15) **Committee structure.** The committee will include the director responsible for space analysis, the academic dean responsible for academic space allocation, the college architect, the college space analyst, one staff member representing student affairs, at least one building manager, and at least one student. The director responsible for space analysis and the academic dean responsible for academic space allocation will cochair the space committee.

(a) The space committee is responsible for the allocation and assignment of all non residential college facilities. All space requests for changes in assignments, remodeling, leasing, exchanges, sales, or trades are subject to prior approval by the space committee. The director of housing is responsible for space scheduling and assignment of all residential facilities.

(b) Requests for physical changes in space shall be filed by the principal dean or director requesting a change with the college space committee. The space committee will meet at least every two months with more frequent meetings as required. The committee will review the request for feasibility and compatibility with overall campus space needs. The request may be approved as requested, returned for review of suggested

alternatives, or rejected. Space requests that require remodeling or construction should be approved by the space committee before funds are requested through the budget process. The decisions of the space committee may be appealed to the vice-president for finance and administration.

(16) **Records and reporting.** The space and scheduling office will be responsible for keeping a space inventory system on building and room data. The inventory system will provide sufficient information for space planning, scheduling, and capital budgeting. On an annual basis the space and scheduling office will prepare a space utilization report. The report will provide classroom, laboratory, and office utilization on a scheduled and actual use basis.

(17) **College activities building for commercial use.** Local vendors and students are offered opportunity to reserve CAB space temporarily to provide goods for sale on a limited basis. The student activities office schedules vendor tables as a convenience to the campus community and to enhance student and residential life.

(18) **For licensing information, reservation process, and fee schedule see the student** activities office in CAB 305.

Revised by Board of Trustees resolution 83-1 dated 2-10-83; 78-54 dated 12-15-78; 74-2 dated 5-24-74.

Decodified by Board of Trustees

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