

# WASHINGTON STATE UNIVERSITY HEALTH SCIENCES SPOKANE



## **CAMPUS 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 Spokane Campus (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 WSU 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 WSU Chancellor may appoint a designee to review inquiries and requests concerning the use of University Facilities.

## **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**

University facilities may be used by Spokane campus 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)

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 WSU Spokane Chancellor or designee. (WAC 504- 35-022). For scheduling procedures refer to WSU Spokane campus policies.

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: University departments, student government organizations, or registered student organizations may sponsor candidate forums as well as issue forums regarding ballot propositions;
  - a) 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;
  - b) 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
  - c) 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 of facilities by a university employee or agent who remains overnight to fulfill the responsibilities of his or her position;
  - b) The use of facilities by a university student who remains overnight to fulfill the responsibilities of his or her course of study;
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. Spokane Campus is designated "Tobacco Free". Smoking is not allowed in or on university facilities. Policy information may be found at <http://spokane.wsu.edu/services/Facilities/Tobacco-Free-Campus/index.html>
15. Mopeds, Segways, 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)**

##### Facility Use Rules for First Amendment/Free Speech Activities

The university believes that freedom of expression is an indispensable quality of university life, and that active participation in political and social expression both enhances the education of the individual and contributes to the betterment of society. The university is committed to respecting and promoting the rights afforded by the first amendment to the Constitution of the United States, including the right to free speech, petition, and assembly.

The university further recognizes that it has an obligation to maintain an atmosphere that allows it to carry out its broad missions of teaching, research, and public service in the course of the normal operations of the university.

To achieve the objectives of chapter [504-33 WAC](#), it is essential that free expression be accomplished in a manner that allows for the orderly function of normal university operations. Thus, the purpose of the time, place, and manner regulations set forth in chapter [504-33 WAC](#) is to promote opportunities for exercise of the rights protected by the first amendment to the Constitution of the United States on the university campus and to ensure that these activities do not interfere with the furtherance of the university's mission-related responsibilities for which the university's buildings, facilities, and grounds are dedicated by the state of Washington. (WAC 504-33-012)

## **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 or individual," 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.
4. "Limited public forum areas" means those areas of each campus available as places for expressive activities protected by the first amendment, subject to reasonable time, place, and manner restrictions. At each university campus, the limited public forum areas are all university facilities, with the exception of the interior or immediate vicinity of university facilities used to support university research, academic instruction, or health services.
5. "First amendment activities" refers to any activity protected by the first amendment to the Constitution of the United States. Such 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.
6. "University facilities" means all buildings and grounds owned or controlled by the university and the streets, sidewalks, parking lots, and roadways within the boundaries of property owned or controlled by the university.

## **USE AND GUIDELINES USE**

### **OF LIMITED PUBLIC FORUM FACILITIES (WAC 504-33-025)**

Subject to the regulations and requirements of this policy, university and non-university groups may use the university's limited public forum areas for those activities protected by the first amendment. Notice to use the limited public forum areas at the Spokane Campus must be provided to the campus office of student affairs; and to the campus security office.

Timing of notice. All groups must provide the required notice five business days prior to the intended use of the limited public forum. Limited public forum is defined by WAC 504-33-015 as "those areas of each campus available as places for expressive activities protected by the first amendment, subject to reasonable time, place, and manner restrictions. At each university campus, the limited public forum areas are all university facilities, with the

exception of the interior or immediate vicinity of university facilities used to support university research, academic instruction, or health services.

1. However, events may be permitted with less notice so long as the event does not interfere with any other function occurring at the facility.
2. Content of notice. The notice to use the public forum areas is to contain:
  - a) The name, address, and telephone number of the individual, group, entity, or organization sponsoring the event or use (hereinafter "the sponsoring organization"); and
  - b) The name, address, and telephone number of a contact person for the sponsoring organization; and
  - c) The date, time, and requested location of the event; and
  - d) The nature and purpose of the event; and
  - e) The estimated number of people expected to participate in the event.
3. Sound amplification. The use of sound amplification devices for free speech purposes is not allowed.
4. Duration of events. In order to allow for the expression of a wide range of viewpoints and discussion of an array of issues, university group events may not continue longer than five days from beginning to end (WAC504-33-030). These limitations upon the duration of events will be excused, on a day-to-day basis, upon request when there are no competing requests to use the facility.
5. Distribution of materials. Signs, posters, literature, handbills, leaflets, and pamphlets may be distributed in accordance with WAC 504-34-140. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information.
6. Commercial transactions. Speech that does no more than propose a commercial transaction is prohibited in connection with the use of the facility or event.
7. The limited public forum used by the group must be cleaned up and left in its original condition and 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 cleanup or for the repair of damaged property.
8. The use of the facility must comply with all requirements of WAC 504-35-030.
9. The university and/or government authorities may specify additional fire, safety, sanitation, and special regulations for the event, and the user must obey those regulations.
10. The university will not provide utility connections or hook-ups.
11. Nonuniversity groups and individuals may not use the interior of an university facility (WAC 504-33-035)
12. Nonuniversity groups and individuals must provide notice five business days prior to the intended use of the desired limited public forum area. (WAC 504-33-035)

#### POLICY EXCEPTIONS; TERMINATION, LIMITATION OF LICENSE TO USE FACILITIES (504-33-040)

(1) Exceptions to policy.

(a) The university president or his or her designee (as to the Pullman campus), or each chancellor of the Spokane, Tri-Cities, or Vancouver campuses or his or her designee (as to such campuses) may, but are not required to, make reasonable exceptions to the policy set forth in chapter [504-33](#) WAC, provided he or she determines, after reasonable inquiry, that:

(i) The use of the limited public forum area that is the subject of the exception request will not interfere with any other function occurring at the limited public forum area or result in an unreasonable disruption of normal university functions or operations; and

(ii) Adequate impact-mitigating measures related to safety or university operations can be implemented prior to the start of the use of the limited public forum area.

(b) In order to allow for adequate time for review of the request, the group or individual seeking an exception under this subsection is requested to seek such exception at least five business days' prior to the intended use of the desired limited public forum area.

(2) Termination, limitation of license. The university president or his or her designee (as to the Pullman campus), or each chancellor of the Spokane, Tri-Cities, or Vancouver campuses or his or her designee (as to such campuses), may limit, terminate, cancel, relocate, or prohibit the use of a limited public forum area for first amendment activities, if he or she determines, after reasonable inquiry, that such action is reasonably necessary to prevent or stop:

(a) Substantial harm or threat of substantial harm to the safety of persons; or

(b) Substantial damage to property; or

(c) Substantial disruption of university functions or operations.

(3) Any determinations made under subsections (1) or (2) of this section are to be made without consideration of the content or message of the expressive activities.

### **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 WSU Spokane Chancellor or designee 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.

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.

The sale of any goods and/or services by an individual, organization, club or commercial entity on the Spokane campus requires advance approval from the WSU Director of Finance and Administrative Services or designee. (This would typically only be granted in conjunction with an event serving an educational mission.) Proof of ownership must be provided to the Director 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 "general use" 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 "general use" 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 must have material date stamped and approved.

b) Outdoors:

- i. Free-standing displays may be placed on free speech areas of each campus, if the user has received the written approval of the WSU Spokane Chancellor or designee 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>.

1. 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 walls, windows, furniture, or any interior surfaces;
- c) Be placed on, taped, glued, or otherwise affixed to trees;
- d) Be placed on, taped, glued, or otherwise affixed to a building exterior;
- e) Be placed on, taped, glued, or otherwise affixed to walkways, floors, or sidewalks; or
- f) 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.
- g) Neither paint, chalk, nor other marker may be used on any walkway, sidewalk, floor, or on any portion of a building.

Contact WSU Spokane Director of Facilities for any exceptions.

3. 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.

4. 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.

5. 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.

6. Advertising for student government elections shall be in accordance with the rules established by the Facilities Use Policy and the ASWSUS Election Board.

7. Food Services Tabletop Advertising: Notices and/or advertisements on tables in Food Services areas must be approved with the WSU Director of Facilities. Advertisements not displayed in accordance with campus policy will be removed.

## **SCHEDULING SPACE**

All Spokane campus classrooms, conference rooms, instructional computer labs, Galleries, and outdoor areas including the seating area must be scheduled using the space request form which may be found on the following link: <http://www.scheduling.wsu.edu/spokane/> Facility use scheduling guidelines must be followed.

The Spokane Academic Center is the only 24-hour building for general use. The Fitness Center and Spokane Academic Library have 24-hour access for students.

Students enrolled in the relevant courses are provided access to the anatomy lab but such access does not grant them 24-hour access to the Pharmaceutical and Biomedical Services Building

## **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 WSU Spokane Director of Facilities. No more than two collection barrels per building (SAC, SEWC, SSCF, SHSB, SNRS, SPBS, SHER) 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.

## **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 WSU Spokane Chancellor or designee. (WAC 504- 022)

## **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. Spokane County Ordinance is in effect on the Spokane campus. Thus, pets that are picked up will be impounded at the Spokane County Animal Shelter. (WAC 504-36-020)
5. Any exceptions to the above require approval from the WSU Spokane Chancellor or designee

## **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 Spokane campus.
2. The following rules of conduct are applicable at Spokane campus, including all areas of the facility.
  - a) Behavior which in the judgment of designated University officials constitute 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 Spokane 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 Spokane 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, and the following officials:

- a) WSU Chancellor
- b) WSU Director of Finance and Administrative Services
- c) WSU Director of Facilities Operations
- d) WSU Director of Student Affairs

Officers of the WSU Spokane 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)