

## Facilities User Information

### WSU Spokane Campus Map

Downloadable PDF available: <https://spokane.wsu.edu/facilities/parking/campus-map/>

### Tobacco-Free Campus

Please notify campus visitors that the WSU Spokane Campus is tobacco-free. You may want to use the following language in your publicity: *"The WSU Spokane Campus is tobacco-free. Smoking and other forms of tobacco are not allowed on campus property, including parking lots, sidewalks, and grounds."*

### Emergencies

In case of emergency, call 911. If this is a non-emergency safety and security issue, contact WSU Spokane Campus Security at 358-7995.

### Parking

Parking on campus is limited. Visitors may purchase hourly or daily permits at parking kiosks located in each parking lot.

Event sponsors may also pay in advance for their guest parking. If this option is requested, you will be given a code to provide to your guests. Guests will use this code at any parking lot kiosk to obtain a parking permit.

WSU Spokane Parking Services can recommend a parking lot for your event, tell you the rates, and advise of accessibility parking options: Contact Parking at (509) 368-6999 or [spokane.parking@wsu.edu](mailto:spokane.parking@wsu.edu).

### Disabilities Accommodation statement for your use

Please include a Disabilities Accommodation Statement when promoting your event, i.e.: *"If you are a person with disabilities requiring assistance, please contact [INSERT YOUR CONTACT NAME HERE] at [INSERT THEIR CONTACT INFORMATION] seven days prior to the event you will be attending to make arrangements. Advance notice is appreciated, and will help us make the best possible accommodations for your needs."*

If you have questions about any requests you receive for accommodations, contact the off-campus groups events coordinator Connie Sakamoto, 358-7504, [spokane.events@wsu.edu](mailto:spokane.events@wsu.edu).

### WSU Spokane Campus Building Names and Addresses

Physical addresses of buildings and mailing information can be found at the bottom of the

following website: <https://spokane.wsu.edu/faculty-staff-resources/>

## **WSU Spokane Logo & Usage Guidelines**

For questions regarding use of the WSU Spokane logo on event marketing materials, please contact Communications at [spok.comm@wsu.edu](mailto:spok.comm@wsu.edu) or (509) 358-7504. Information also is available online at: <https://spokane.wsu.edu/communications/marketing-brand/>

## **Alcohol Service:**

1. You and/or your caterer will **need to obtain a banquet permit** from the Washington State Liquor Control Board: <http://www.liq.wa.gov/licensing/banquet-permits>
2. You will be required to provide a copy of your liquor license/banquet permit to WSU Spokane with your signed rental agreement prior to the event.
3. You must physically display the permit at your event.
4. You also need to **notify Facilities Operations (509) 358-7994** that alcohol is being served on campus.

## **CONTACT INFORMATION:**

Connie Sakamoto, 358-7504, [spokane.events@wsu.edu](mailto:spokane.events@wsu.edu)

Parking Services, 368-6999 or [spokane.parking@wsu.edu](mailto:spokane.parking@wsu.edu).

Facilities Operations, 358-7994

Campus Security, 358-7995