

**UW TACOMA PROCEDURES  
USE OF UNIVERSITY FACILITIES**

1. Authorization

The Board of Regents for the University of Washington has full control of the University, including control over the use of University of Washington facilities [RCW 28B.20.130 (1)]. The Board has delegated authority for the use of University facilities to the President. [See WAC 478-136-015(1)] Under his authority, the President has acted or will act as follows:

- (a) Delegate to the chair for the committee on the use of university facilities with respect to facilities located on or governed by those located on the Seattle Campus and for all other university facilities except for those located on the campuses for which there is a chancellor, the authority to review the use of university facilities; to establish within the framework of this policy guidelines and procedures governing such use; to approve or disapprove requested uses; and to establish policies regarding fees and rental schedules where appropriate. Inquires to the chair for the Seattle Campus should be directed to the Seattle Chair of the Committee on the use of University Facilities.
- (b) Delegate to the chancellors of the University of Washington Campuses, with respect to facilities located on or governed by those located on their campus, the authority to review the use of university facilities; to establish within the framework of this policy guidelines and procedures governing such use; to approve or disapprove requested uses; and to establish policies regarding fees and rental schedules where appropriate.
- (c) Delegate to the chancellors, the authority to sub delegate the authorities provided for in (b) of this subsection to a chair of the committee on the use of university facilities for facilities located on or governed by those located on their respective campuses.

The Chancellor of UW Tacoma created the establishment of a UW Tacoma UUF Implementation Committee. That Committee, whose members will be appointed by the Chancellor of UW Tacoma, will (1) provide for proper review of the use of UW Tacoma facilities; (2) make recommendations to the Chancellor regarding its establishment, within the framework of WAC 478-136, of guidelines and procedures governing the use UW Tacoma campus facilities; (3) consistent with the University policies , approve or disapprove requested uses of UW Tacoma campus facilities; and (4) consistent with

University policies and the Chancellor herein, establish the actual fees and rental schedules for UW Tacoma facilities.

The Chancellor will appoint one member of the UW Tacoma UUF Implementation Committee to be the Chair of the Committee. This Committee Chair will serve as a member of the Central UUF Committee.

## 2. General Conditions for Use of UW Tacoma Facilities

(a) All events that use UW Tacoma facilities must be in compliance with the provisions of WAC 478-136, the *Guidelines on Use of UW Tacoma Campus Facilities*, and the procedures for UW Tacoma in this document.

(b) All events that use UW Tacoma facilities must be approved through the UW Tacoma Room Reservation Procedures. These procedures can be found at the following website:

<http://www.tacoma.washington.edu/uuf/requests>

(c) UW Tacoma will not make its facilities available to organizations or individuals which do not assure the University that they will comply with the terms of the Americans with Disabilities Act (ADA, 42 USC 12132, 12182) and the Rehabilitation Act of 1973 (RA, 29 USC 794). Users must not impose restrictions nor alter facilities in a manner that would violate the ADA or RA.

(d) In order for organizations to have access to UW Tacoma facilities and services, such organizations must assure the University that they do not discriminate against any person because of race, color, religion, national origin, sex, sexual orientation, age, handicap, or status as a Vietnam era or disabled veteran, except where such organizations have been exempted from provisions of applicable state and federal laws or regulations.

(e) Non-University users of University facilities, unless the event is co-sponsored by UW Tacoma as approved by the office of the Chancellor, must agree to include non-endorsement statements on all “materials” related to the event or activity offered on University facilities. “Materials” include communications, advertisements, and any printed, electronic or broadcasts/telecasts/webcasts.

(f) Persons or organizations requesting the use of University facilities:

- 1) Must comply with all applicable University policies, procedures, rules and regulations, including but not limited to fire, health and safety regulations;
- 2) Must comply with all applicable state, local and federal law, including but not limited to fire, health and safety regulations;
- 3) Non-University users must provide proof of appropriate liability insurance coverage with limits of at least \$1,000,000 per occurrence when the event involves physical activity, the sale of alcohol and/or any activity that involves

increased risk of bodily injury above the level inherent to the facility's normal use;

(g) Permission for a non-University organization or a registered student organization to use University facilities may be granted only with the express understanding and condition that the organization will assume full responsibility for loss, damage or claims arising out of such use.

(h) All events at UW Tacoma require a sponsor. Academic programs, offices and individuals who sponsor events at the university are responsible for:

- 1) Assuring that the organization holding the event is not using the University for private or commercial purposes such as "sales, advertising, or promotional activities unless such activities serve an educational purpose;"
- 2) Making the organization aware of UW Tacoma facility usage rules and regulations and informing them that they are responsible for damages to the facilities;
- 3) Coordinating with individual University offices (e.g. Media Services, Facilities, Campus Safety and Security, and the Office of Special Events and Conferences) if special circumstances apply to the event, such as weekend hours, room/furniture set-up, special staffing or media requirements, etc. These special circumstances should be noted in the room reservation process;
- 4) Submitting and monitoring all phases of the room reservation process;
- 5) Acting as the contact for UW Tacoma regarding all matters both pre- and post-event;
- 6) Being present or having a designated contact person at the event.

Note: Except for events proposed by student organizations, UW Tacoma sponsors have the option of asking the Office of Special Events and Conferences to assist in facilitating an event. If this option is taken, a fee for services will be charged.

### 3. Approval of Events

(a) Faculty, staff, and registered student organizations may use University facilities to hold events for UW Tacoma faculty, staff and students, and the general public provided such uses comply with policies and procedures on use of University facilities. Registered student organization events must be sponsored by the Office of Student Affairs. All events require approval through UW Tacoma room reservations procedures.

(b) Non-University organizations and individuals may use University facilities to hold events provided such uses comply with policies and procedures on use of University facilities. All such events must be handled through the Office of Special Events and Conferences and require approval through UW Tacoma room reservation procedures.

(c) Approval of an event using UW Tacoma facilities requires the sponsorship of a University official and implies that the responsible official of the University:

- 1) Has applied his or her professional judgment to the content of the program, the qualifications of the individuals conducting the event, the manner of presentation, and has concluded that the event is consistent with the teaching, research, and/or public service mission of the University;
- 2) Has determined that an event is consistent with the appropriateness of the event for the specific facility requested; consideration for wear and tear on the facility; environmental, health and safety concerns; direct and indirect costs to the institution; and the impact of the event on the campus, surrounding neighbors and the general public;
- 3) Is responsible for assuring that the organization or individuals conducting and sponsoring the event are aware of their responsibilities associated with the event.

(d) Approval of an event using UW Tacoma facilities is required through the room reservation process from the director of an academic or administrative unit when one or more of the following circumstances exist:

- 1) The event will require special area/room configuration, furnishings, equipment, equipment operators, or other support services;
- 2) The event is proposed to be held in a Computer Lab, Computer Classroom, or Distance Learning Classroom;
- 3) The event is proposed to be held in the Carwein Auditorium, oUWTpost, the Longshoremen's Hall or the William Philip Hall or other large UW Tacoma auditoriums;
- 4) The event is proposed to be held, in whole or in part, outside of normal business hours or on a weekend or holiday;
- 5) The event will charge a fee to those participating in the event;
- 6) The event is for the purpose of fund raising;
- 7) The event will include serving of food and/or beverages;
- 8) The event is for charitable solicitation (excluding the annual Combined Fund Drive, events sponsored by the UW Tacoma Office of Advancement, intra-University events sponsored by registered student organizations (RSO's), and other organizations that have been approved through the room reservation process);
- 9) The event involves any public agency or political usages under 5.2(b-f.) of the *Guidelines on Use of UW Tacoma Campus Facilities*.

#### 4. Limitations on Facilities Usage

(a) UW Tacoma will not make its facilities available for instructional or related purposes that compete with courses or programs offered by the University.

(b) UW Tacoma facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless such activities serve an educational purpose as determined by the UUF Implementation Committee.

(c) Use of UW Tacoma facilities to camp, except with the permission of the Chancellor, is prohibited. "Camp" means to remain overnight, to erect a tent or other shelter, or to use sleeping equipment, a vehicle, or a trailer camper, for the purpose of, or in such ways as will permit, remaining overnight. Violators are subject to arrest and criminal prosecution under applicable state, county and city laws.

(d) Within the limits of applicable laws, all events in or on the UW Tacoma campus will adhere to the rules below and will be strictly enforced:

- 1) The possession or consumption of alcoholic beverages or illegal drugs is prohibited, except for alcohol allowed under a permit or license obtained under the Alcohol Use section of these procedures and in accordance with WAC 478-136-030, UW Tacoma alcohol procedures, and other safety and use requirements determined by the UUF Implementation Committee. In addition to having the beverages or drugs confiscated, violators may be subject to University disciplinary action and/or legal proceedings, and removal from the event;
- 2) UW Tacoma maintains the right to screen attendees for alcoholic beverages at entry to any event and will block admittance until the items have been disposed of or taken off premises;
- 3) Smoking is prohibited on the UW Tacoma campus except within designated smoking areas;
- 4) Individuals who violate the University Use of Facilities regulations or approved users who violate University contract terms for the use of facilities may be advised of the specific nature of the violation and, if the action continues or immediate compliance does not result, individuals may be requested to leave University property and/or be refused future use of University facilities. Failure to comply with requests to leave University property may result in arrest and criminal prosecution under provisions of applicable state, county and city laws;
- 5) Freedom of expression is a highly valued and indispensable quality of University life. However, UW Tacoma facilities may not be used in ways that obstruct or disrupt University operations, the freedom of movement, or any other lawful activities. Additionally, use of University facilities may be subject to reasonable time, place and manner restrictions;
- 6) Non-University users or event attendees are not permitted the use of University equipment unless prior approval has been given by appropriate officials of UW Tacoma or an advanced agreement prior to the use has been made. This includes, but is not limited to, the use of University telephones; computers and printers; fax machines; Copy Center services or machines; facilities or areas not requested and approved; secretarial services; errand running or messaging; and other University equipment.

(e) UW Tacoma facilities may be used for events and forums regarding ballot propositions and/or by candidates who have filed for public office so long as the event has received preliminary approval from a director of an administrative or academic unit. There are, however, certain limitations on the use of University facilities for these political activities:

- 1) First priority for the use of campus facilities shall be given to regularly scheduled University activities;
- 2) The full rental cost of the facility for the event(s) must be paid. Use of state funds for payment of facility rental costs is prohibited;
- 3) Forums or debates may be scheduled at full facility rental rates if all parties to a ballot proposition or all candidates who have filed for office for a given position, regardless of party affiliation, are given equal access to the use of facilities within a reasonable time;
- 4) No person shall solicit contributions on University property for political uses, except in instances where this limitation conflicts with applicable federal law regarding interference with the mail;
- 5) Public areas outside University buildings may be used, excluding solicitation of funds, provided the other normal business of the University is not disrupted and entrances to and exits from buildings are not blocked;
- 6) University facilities or services may not be used to establish or maintain offices or headquarters for political candidates or partisan political causes.

## 5. Posting and Solicitation Procedures

### General Public:

Solicitation or distribution of handbills, pamphlets or similar materials by the general public will be permitted only in areas of the campus that have been designated, by appropriate officials of the University, to have public access. Pamphlets and other printed materials may not be distributed at other locations on the UW Tacoma campus unless authorized by the UW Tacoma Implementation Committee. Individuals distributing pamphlets and other printed materials at authorized locations must obey all applicable policies and procedures of the University and all applicable public laws. Generally, there are three areas on the UW Tacoma campus where it is permissible for the general public to distribute pamphlets and other printed materials. These areas are located at:

1. the junction of Jefferson and 19th Streets within the circle at the top of the central stairway;
2. the junction of the central stairway and Commerce Street near the University flagpole;
- and
3. the junction of Pacific Avenue and the bottom of the central stairway.

UW Tacoma Faculty, Staff and Students:

Non-commercial handbills, pamphlets and similar materials may be distributed, by UW Tacoma personnel and regularly enrolled students, in public areas or areas outside campus buildings and in meeting rooms that have been reserved for their use, as long as distribution does not materially or substantially interfere with the conduct of campus functions or freedom of movement. Such materials must bear identification of and contact information for the sponsoring organization responsible for its distribution. It is the responsibility of the sponsoring organization to remove any promotional materials within three business days after the event. Any maintenance expense incurred by UW Tacoma will be billed to the responsible organization.

Temporary Signage:

All posters, flyers, advertisements, announcements and other temporary signs must be posted according to the following procedures and conditions:

General Conditions:

1. All student posters, advertisements, announcements and other signs must receive stamped approval through official procedures of the ASUWT and Student Affairs.
2. All faculty and staff posters, advertisements, announcements and other signs must be authorized by appropriate offices, units, or the UUF Committee.
3. Posters, flyers, advertisements, announcements and other signs are permitted on Campus Use bulletin boards and should be posted with push pins or staples. Click on the link below for bulletin board locations. This listing will be updated as new bulletin boards come on-line.

Posters, flyers, advertisements, announcements and other signs are **not** permitted on:

- internal and external building surfaces;
- wood trim;
- entry and exit doors of buildings;
- classroom windows;
- painted or acoustical surfaces;
- elevators, both inside and outside;
- wood columns, except for those on the first floor in the MAT building, must be posted with blue tape;
- campus lawns, gardens, shrubs or trees;
- concrete walkways;
- stair risers;
- bathroom stalls.

4. Campus Safety and Security officers, Facilities staff, Student Affairs representatives and other officials of the University have authority to remove signs in violation of UW Tacoma posting procedures and to remove signs of outdated single events. On-going program flyers are permitted to remain on the bulletin boards until the program is completed.

#### Easels, Sandwich Boards and Directional Signs:

1. Except when immediately adjacent to an office to identify that office, all easels, sandwich boards and pedestal style directional signs displayed on campus must be associated with a single event or an authorized on-going UW Tacoma program and must be removed at the end of the day and/or the conclusion of the event.
2. No signs may be attached or obstruct access to entrance and exit doors of a campus building. Temporary directional signs near entrance and exit doors will be monitored for compliance by Campus Safety and Security and all other signs will be removed.
3. Plastic sign holders attached to entrance and exit doors may only be used for authorized emergency messages and must be approved by the UUF committee.

#### Bulletin Boards:

There will be three types of campus bulletin boards that may be used for postings:

1. Those managed by a specific campus unit. These boards may only be in the area immediately outside of or near a main unit office. Postings on these boards will be managed by the unit. These units will also be responsible for upkeep of the bulletin board and will ensure that they are kept up to date. Permission for use of these bulletin boards will be limited for specific office use only.
2. Each campus building will have at least one Campus Use Board. Postings on these boards are open to all UW Tacoma employees and students. All signs must be approved by appropriate campus units. Campus Use Boards are cream colored and will be identified with a label for use by students or other campus units and programs.
3. Those for general use by the surrounding community, or Community Use Boards, are for postings involving off-campus community events only. There are a limited number of these boards on campus. Community Use Boards are gray in color and will be identified with a label.
4. All student external job and housing postings must be directed to Student Affairs for posting in their location and on-line.

#### Restrooms and Restroom Rail Clips:



- Signs on restroom rail clips are permitted only for student organizations and student-related materials. They must show evidence of official approval by the event sponsors and must be removed within three business days after the event.

#### Flyer Postings:

- Flyers must be a maximum of 11 X 17 inches,
- UW Tacoma sponsored flyers should only be posted on the Campus Use Boards;
- Non-UW Tacoma flyers may only be posted on the Community Use Boards;
- The sponsoring organization or group is responsible for the removal of ALL advertisements and these must be removed no later than three days after the event.

#### Banner Posting:

Only UW Tacoma students, Special Events and Conference Services and University departments may post banners and must have the approval of the UUF committee.

#### Pavement Chalk:

- Student or program advertising must have approval from Student Affairs all other advertising must have UUF committee approval. Advertising must be written with non-aerosol, water-soluble chalk, and may be used on concrete or asphalt walkways on the main campus, public walkways and the Grand Staircase;
- Chalk may not be used on brick, stone or marble walkways or vertical services (e.g., building walls, poles, posts, public art, or stairways).

#### 6. Electronic Amplification

Electronic amplification on the grounds of the campus is prohibited without express permission from the UUF Implementation Committee. Approval will only be given for certain designated campus areas and, under special circumstances, in the oUWTpost, the Longshoremen's Hall and the William Philip Hall.

#### 7. Smoking

Smoking is prohibited anywhere within UW Tacoma facilities except in designated smoking areas. It is also prohibited inside University vehicles at any time and in any location. Any student, staff, or faculty member who violates the University smoking policy may be subject to disciplinary action. In addition, violations of the University smoking policy may be subject to enforcement by the UW Tacoma Office of Campus Safety.

#### 8. Alcohol Use

Alcoholic beverages may be possessed, sold, served and consumed at UW Tacoma only in compliance with the procedures set forth in the UW Tacoma *Guidelines and Procedures for the Sale or Serving of Alcoholic Beverages on Campus*, the provisions of WAC 478-136-30 and state laws. Events at which alcohol is consumed, served and/or sold must be approved by the Office of the Chancellor, must be confined to the rooms or areas specified on the event request and on the required licenses or permits, and may be subject to further requirements as deemed appropriate by the UUF Implementation Committee or the Office of the Chancellor.

These guidelines, procedures and required forms are available through the following website: <http://www.tacoma.washington.edu/uuf/committee.cfm>

#### 9. Food Service

Users of UW Tacoma facilities may be permitted to serve food and/or beverages in conjunction with events approved through the room reservation process. Currently, there are no campus food services, with the exception of convenience stores in WCG and MAT, or catering facilities. Generally, food can be cooked on-site for public consumption only at approved special events. Sponsors and those conducting an event assume responsibility for purchasing and serving food at all events.

Licensed caterers may also be hired to bring and/or serve food at approved events. The Office of Special Events and Conferences will provide has a list of qualified large-event caterers.

Caterers not on this list may also be used, especially for small events. The Office of Special Events and Conference Services can also assist with identifying caterers.

#### 10. Rental and Other Facility/Equipment Use Fees and Deposits

(a) Rental and other facilities/equipment use fees will not be charged when the approved use is:

- 1) Academic instruction by UW Tacoma employees;
- 2) Performance of authorized research by UW Tacoma employees and students;
- 3) Academic, administrative or student meetings necessary to the functioning of the institution;
- 4) Presentations, lectures, artists and other UW Tacoma curricular or University-related events sponsored by UW Tacoma faculty, staff or offices or by UW Tacoma registered student organizations (RSO's), including those to which the general public may be invited, when the facility or facilities requested are used without special services, support or equipment and do not charge a fee (see definition of sponsorship and descriptions of special equipment and special services/support below).

(b) Rental and/or other facilities/equipment use fees will be charged when the approved use involves:

- 1) A non-UW Tacoma organization or individual;
- 2) A fee charged to those attending or participating in the event;
- 3) Fund raising (excluding the annual Combined Fund Drive, events sponsored by the UW Tacoma Office of Advancement, the Office of Special Events and Conference Services and approved intra-University events sponsored by registered RSO's or other approved campus organizations);
- 4) Promotion of a non-UW Tacoma organization or activity that serves an educational purpose as determined by the UUF Implementation Committee;
- 5) Special services and/or equipment required for the event.

(c) Fees assessed when applicable under this policy include:

- 1) Room Rental – For the use of a UW Tacoma facility or classroom. Fee schedules are set by the Office of Special Events and Conferences Services in conjunction with the UUF Implementation Committee. In some limited circumstances, all or part of room rental fees may be waived by the Chancellor.
- 2) Special Equipment – For the use of University-owned equipment provided by UW Tacoma, including media equipment, that is not a part of the normal configuration of the facility or room requested. Use of non-UW Tacoma equipment may be permitted without additional cost;
- 3) Special Services/Support – For the staff time and materials provided by UW Tacoma offices required for any services or support for events that take place outside the regularly scheduled hours for University staff or that require additional personnel or support because of the size of the event. Examples of special services and support include special set-ups for room configurations or furnishings; arrangements for serving food, beverages and clean-up; special electrical, staging or transportation requirements; safety/security requirements; and weekend events;
- 4) Cancellation – For cancellation less than three working days prior to the scheduled event. This fee will be ten percent of the room rental charges plus all unique costs already incurred in the preparation of the event. Events may be cancelled for Inclement Weather or other official UW Tacoma procedures. If an event is cancelled for any of these official reasons, no fee will be charged;
- 5) Change Fees – For changes to an event made ten days or less before the event. An additional service fee may be charged;
- 6) Conference Services Support – Service fees to cover staff time to support events;
- 7) Damage/Cleaning Deposit – May be required for the use of special facilities and equipment by non-UW Tacoma users.