

Grupe Faculty Center (GFC) Use Policy Central Washington University

GFC Purpose

The Grupe Faculty Center (GFC) is primarily for the use of CWU faculty. The GFC is an academic, collaborative space where faculty can go to have a quiet space, grade papers, connect with colleagues, and host faculty related social events. The Faculty Senate welcomes CWU faculty to utilize the GFC conference rooms for meetings, luncheons, conferences, receptions and events directly related to faculty activities.

GFC Facilities

The GFC currently consists of chairs, couch, love seat, white board table, conference table, WiFi, computer kiosk, charging station for electronics, TV/AV equipment, and dividers so you can have privacy if desired, and kitchen.

GFC Use General Policies

- Eligible faculty may gain entrance by having their CWU Connection card encoded by the LockShop.
- Current CWU policies and procedures must be followed.
<http://www.cwu.edu/resources-reports/>

GFC User Responsibilities

- Set-up, tear-down and clean-up is the responsibility of the individual who requested use of the facility.
- If kitchen is used, it must be cleaned. No dishes are to be left on the counter or sink.

Eligibility for Use:

- Meetings or events that are faculty led or that would benefit the faculty as a whole may submit a use request during the available schedulable hours listed below.

Restrictions on Use:

- No alcohol may be served or consumed prior to 5:00 p.m. and an alcohol banquet permit must be acquired.
- Faculty may not bring guests into the facility, which includes spouses that are not faculty, children or students.

Scheduling: Availability of the GFC is between the hours of 6:00 am – 10:00 pm and at the sole discretion of the faculty senate.

- Faculty events/meetings may be scheduled during the Monday – Friday 2:00 – 5:00 p.m. and Friday 11:00 a.m. – 2:00 p.m. and 5:00 – 10:00 p.m. Faculty must use a request form.

Application for Use: To request use of the Grupe Faculty Center, please request a use form. Once the request has been received by the Faculty Senate Office, a determination will be made if the request fits the eligibility criteria for facility use. Once the determination has been made, normally within 5 business days, an email confirming

or denying the event will be sent. If additional information is needed to make the determination, you will be contacted within the 5 business days.

Approval Process: The faculty senate reserves the right to refuse to permit the use of the GFC for particular activities.

- Faculty Senate Office approves the requests to use the facility. Appeal of a denial of use of the facility may be submitted in writing to the Faculty Senate Executive Committee who will make a final determination.