

SHARED OPERATING GUIDELINES and AGREEMENT

for the

Central Washington University

STUDENT UNION AND RECREATION CENTER

SECTION I: GOVERNANCE OVERVIEW

A. Purpose of shared operating guidelines and agreement

1. The university board of trustees exercises ultimate control, legal power and policy responsibility for the general management and operation of the university and all university property with administrative authority delegated to the university president. The purpose of this agreement is to establish the partnership responsible to manage the Student Union and Recreation Center and to define joint issue policies and procedures in support of the overall operation of the facility, which provides non-academic services, conveniences, and amenities to the entire university community.

B. Facility management team

1. The management of this facility shall be based on a financial partnership, which includes the Associated Students of Central Washington University (ASCWU), the Student Union, University Recreation, Dining Services, and The Wildcat Shop (the university store).
2. The facility management team shall consist of the following managing partner representatives, or their designee;
 - a) Director, University Recreation
 - b) Director, Dining Services
 - c) Director, Wildcat Shop (the university store).
 - d) Director, Student Union
 - e) Student Funds Financial Manager
3. Operating responsibilities and issues unique to each managing partner's operations shall be addressed by an administration team for each respective individual partner.
4. Tenant spaces, managed by the Student Union, are available for lease to a service or business. The other managing partners shall participate in the leaseholder selection process. Without prior approval by all the managing partners, the tenant spaces will not be leased to a service or business, which is in direct competition with an existing managing partner's operation. Tenant space leases shall be in compliance with the university commercial activities policy.

5. No managing partner shall offer a product or service that another managing partner provides without permission.

C. Governance board

1. A governance board will represent the managing partners on shared governance responsibilities, management and operating issues for the facility.
2. Voting members of the governance board shall include the following three (3) student representatives and two (2) members of the university president's cabinet:
 - a) ASCWU Student Government, Vice President for Student Life and Facilities, or designee
 - b) Services and Activities Fee Committee Chairperson, or their designee
 - c) Student at Large appointed by the Vice President, Business and Financial Affairs.
 - d) Provost or Dean of Students
 - e) Vice President, Business and Financial Affairs or AVP Finance & Business Auxiliaries.
3. A student voting member will be elected by council members to serve as chair of the governing council. The chair will serve a one-year term and may be re-elected. As the need arises, other non-voting university representatives may be invited to participate in the meetings.

D. Governance board procedures

1. The governance board meetings shall follow the guidelines established by the board, in accordance with the laws of the state of Washington.
2. The governance board will meet at least annually, or as often as required.
3. The governance board may establish standing or ad-hoc committees, as required. These committees shall address shared facility issues, which may include, but not be limited to finances, shared support services, and physical facility issues, such as maintenance and capital improvements.
4. Recognizing the full partnership for joint occupancy, the governance board acknowledges the need for each managing partner to conduct assessments of the facility. Every year, the governance board will have the managing partners provide a facility assessment, which should address physical facility condition, technical services, furnishings and equipment replacement and repair, and long-term fiscal planning. Reports by each managing partner will be presented at a governance board meeting (date to be determined by the governance board).

E. Procedures for changes to this document

1. The procedure for proposed changes in the facility management team is as follows

- a) The facility management team shall submit proposed partnership changes to the governance board for review.
- b) The governance board shall submit recommended partnership changes to the university president and the board of trustees for approval.

F. Procedures for changes to this document

1. This document, including all referenced attachments and addenda, shall be reviewed annually by the facility management team before the first of May of each year, in support of the principle of joint occupancy, management and operation of the facility. The managing partners will provide a report of the yearly review to the governance board.
2. Proposed changes to this document shall be initiated by the managing partners.
3. The facility management team shall submit proposed changes to this document to the governance board for approval.

SECTION II: SHARED FINANCIAL MATTERS

A. Business Plans

1. Annual financial report

- a) The facility management team shall demonstrate financial feasibility on an annual basis in a financial report presented to the governance board. The annual basis in a financial report presented to the governance board. The financial reports shall summarize each respective managing partner's:
 - i. ability to maintain their respective bond payment,
 - ii. available reserve funds for capital improvements,
 - iii. financial strength of operations, and
 - iv. fund solvency.

2. Student fees

- a) Mandatory student fees shall be assessed year round in order to meet the facility's debt service and operating requirements.
- b) Proposed changes to the mandatory student fees shall be approved by the ASCWU Student Government, recommended to the university president, and adopted by the university board of trustees.

3. Debt policy

- a) Bond debt service and reserve fund requirements for the facility are identified in the university bond debt policy.

B. Shared facility use agreements

1. Utilities

- a) A facility utility allocation model has been developed, which distributes approximate square footage for both assignable and non-assignable facility spaces between the managing partners, will be used to determine each respective partner's percentage share of the total utility costs. Refer to attached Appendix A for a copy of the facility utility allocation model.

2. Insurance

- a) The university purchases property insurance for auxiliary (non-academic) buildings. Property insurance coverage will be maintained by the managing partners for the facility. The cost of facility-wide insurance will be allocated among the managing partners based on the facility utility allocation model. Refer to attached Appendix B for a copy of the facility property insurance allocation model.
- b) The cost of insurance unique to each operation will be the responsibility of the respective managing partner.

3. Custodial and maintenance

- a) Managing partners will develop shared custodial and maintenance responsibilities with a commitment to increasing efficiency, minimizing costs, and maintaining a high quality standard for the facility's appearance. Shared responsibilities and specific interior and exterior custodial and maintenance tasks will be handled according to separate custodial and maintenance agreements and a task-based maintenance matrix.
- b) Each partner will have the responsibility for maintaining the appearance of their assigned space according to the separate custodial and maintenance agreements and the task-based maintenance matrix.

4. Equipment

- a) Managing partners will identify potential shared equipment purchases for up keep and maintenance of the facility as outlined in the custodial and maintenance agreements and the task-based maintenance matrix. Costs for shared equipment will be appropriately distributed among the managing partners.

5. Promotions and advertising

- a) When appropriate, managing partners will collaborate with each other on promoting and advertising events in the facility, event promotion and the facility itself.
- b) Partners will adhere to all current university promotions and advertising policies, which includes, but are not limited to, web pages, joint advertisements, banner use, video network, tenant advertising, and advertisement posting.

6. Capital development campaign/fund raising

- a) All capital development campaigns and fund-raising activity shall be pursued in coordination with the university office of development. Capital development and fund raising relating to and/or affecting any management area of the facility requires managing partnership agreement and conformance with university policies.
- b) Individual managing partners may pursue fund raising activities respective to their own operations, such as naming and/or donor opportunities. Naming of the entire facility or a major portion of the facility will require managing partner agreement, governance board approval, and appropriate university approval.

SECTION III: PHYSICAL FACILITIES

A. Definition of terms

Throughout this document the terms “dedicated”, “scheduled”, and “public” are used to describe the utilization of space in the facility. Refer to attached Appendix C, space type matrix. These terms are defined as follows:

“Public space”: Space available uniformly to all users and the general public.

“Scheduled”: Space available to be routinely scheduled per Section III, Paragraph C, Item 1.

“Dedicated space”: Space assigned to an occupant/user for day to day operation, which is not available for scheduling, per Section III, Paragraph B, Item 3.

B. Building occupancy

1. Access: each partner and/or occupant shall have access to both their dedicated spaces as well as shared spaces. The governance board will be notified when

dedicated space will be vacated or when changes in dedicated space are being considered.

2. Hours of Operation: The managing partners shall inform each other on a routine basis of their respective hours of operation for the areas under their responsibility. See attached hours of operation, Appendix D.
3. Occupants: For a list of all facility occupants, tenants, and departments, see attached list of occupants, Appendix E.

C. Facility operations and scheduling

1. Reservations of scheduled spaces within the facility will occur through University Scheduling Services located in the Student Union Operations office per university facility use policy (3-40-380) and approved departmental policies. Users that request the use of dedicated spaces must seek approval from the managing department for the use of such space.
2. All facility users and occupants including partners, tenants, and S&A departments shall comply with current policies pertaining to the operations and scheduling of the facility, which includes, but is not limited to, the facility use policy (3-40-380), advertisement posting policy, commercial table rent schedule, and the Wildcat Access policy.

D. Capital improvements

1. Remodeling of space originally programmed for and occupied by the partners or tenants shall be the funding responsibility of the occupant.
2. The managing partners will consult each other during capital improvement project conceptualization and planning to allow for input on facility and/or operational impact.
3. The managing partners will inform the governance board of any proposed remodeling projects, which significantly affect the infrastructure of an area and the entire facility. The managing partners shall notify the governance board when dedicated space will be vacated or when changes in functional use within any dedicated space is being considered.
4. Any proposed remodeling and/or interior modifications shall adhere to university policies, design and construction guidelines and standards, and all applicable local and state codes.
5. Any proposed remodeling and/or interior modifications shall adhere to university policies, design and construction guidelines and standards, and all applicable local and state codes, in consultation with and with approval by the governance board, the university president and board of trustees.

E. Furnishings and equipment

1. For the purpose of this section, the terms “furnishings and equipment” refers to the initial interior movable or portable furnishing and equipment, which is necessary and appropriate for the functioning of a particular space. Furnishings and equipment are manufactured items, not built-in or affixed to the building, which are capable of being moved or relocated from space to space.
 - a) Furnishings include office and public furniture.
 - b) Equipment includes portable/loose items including personal computers, fax machines, copiers. It also includes support system equipment, such as computer network systems and related electronic hardware, and program specific equipment, such as recreation equipment (e.g. rock climbing gear, skis, snow shoes, etc.)
2. Recognizing the unique nature of this project and full partnership for joint occupancy by the managing partners, standardization of furnishing and equipment for the entire building shall be considered. Managing partners will work together to identify any furnishing, and equipment changes that may affect facility operations and/or programs.
3. All managing partners shall have control over the use and placement of furnishing and equipment in their respective dedicated spaces.
4. All managing partners shall be responsible for the maintenance and replacement of their respective furnishings and equipment.
5. If a managing partner terminates its partnership under the agreement and leaves the facility, project funded furnishings and equipment in that partner’s dedicated spaces will remain the property of the facility. Furnishings and equipment brought into the building after the initial occupancy that has the partner’s inventory tag will be allowed to be taken by the departing partner.

F. Vehicle parking

1. All facility users and occupants, as drivers on university property, are responsible for their vehicle’s safe and lawful operation. University parking permits are required in designated parking lots adjacent to the facility. Individuals operating or parking vehicles on university-owned property must do so in compliance with university parking policies and regulations, and all city, county and state ordinances and laws.
2. Any dedicated parking for managing partners or clients will be negotiated with the University Parking Services and added as an addendum to this agreement.

SHARED IV: SHARED SUPPORT SERVICES

A. Technical support services

1. For the purposes of this section, “technical support services” includes information technology resources by the university information technology department, according to their policies, which may include, but not limited to the following:
 - a) Computer networks and desk top support:
 1. Wired, and
 2. Wireless.
 - b) Telecommunications:
 1. Telecommunication equipment and facilities, including telephones and facsimile machines, and
 2. Cellular telephone equipment and facilities, including cellular telephones and wireless transmitters.
 - c) Cable
 - d) Multi-media engineering.
 - e) Web support.
 - f) Door access/cash registers/operational.
 - g) GPS clock system.
 - h) Security Camera Systems

B. Telephone service

1. The managing partners will have separate ownership of all related telecommunications equipment within their identified dedicated spaces. Equipment within all shared and join-use spaces will be owned, inventoried and maintained by the managing partnership.

C. Maintenance, custodial, and security services

1. Off hours operation of the building shall be determined by the combined operating schedule and needs of the users taking into account differing evening and weekend hour needs and different schedules. The off hours of operations will be assessed and reviewed annually by the managing partners.
2. All levels of maintenance, custodial, and security services provided shall be in accordance with established standards and as prescribed by university policies and procedures. Any services requested beyond established services levels will be billed to the partner at the appropriate reimbursement rate for the services provided.
3. Garbage and Recycling:
 - a) Garbage removal and recycling will be the sole responsibility of each managing partner, including direct cost and labor. All managing partners will

have access to the compactor, cardboard bailer, and dumpsters at the facility loading dock, and will be operated by a trained representative. The managing partners shall develop a unified policy for garbage removal and recycling and work with other appropriate university departments to accomplish this program.

4. Vehicle deliveries and pickups:
 - a) Vehicle deliveries and pickups will be restricted to the approved area including the facility loading docks.
 - b) The managing partners will develop vehicle delivery and pick-up policies.
 - c) All delivery vehicles will comply with university parking and traffic policies, rules and regulations.
5. Key and electronic access:
 - a. Managing partners are responsible to authorize facility keys for all individual users in their respective areas.
 - b. Individuals issued facility keys shall follow university key policy (3-40-530) which is outlined in the university policies manual.
 - c. For the purposes of this document, the term "key" refers to hard key and electronic access.

D. Mail service

1. Mail service, which is the responsibility of each individual partner/user, shall be coordinated with university's campus mail services.

E. Facility Art Committee

1. The managing partners shall establish a facility art committee to establish policy related to the facility's art collection including guidelines for:
 - Evaluating for inclusion in the building's art collection.
 - Maintenance of the inventory of the building's art collection.
 - Storage of the building's art collection.
 - Display of items from the art collection.
 - Loaning items from the art collection to interested parties.
 - Upkeep of and restoration or removal of damaged art.
 - Collaborate with the chair of the University Art Committee Chair.

Summary of Attached Appendices

Appendix A	Facility Utilities Allocation Model
Appendix B	Facility Insurance Allocation Model
Appendix C	Space Type Matrix
Appendix D	Hours of Operation
Appendix E	List of Facility Occupants

Appendix D

Student Union & Recreation Center Building Hours 2015/2016

Regular Hours of Operation

Sunday 10 a.m. to 11 p.m.

Monday – Friday 6 a.m. to 11 p.m.

Saturday 10 a.m. to 9 p.m.

Summer Hours (excluding holidays)

June 14 – August 29

Sunday 12 p.m. to 6 p.m.

Monday – Thursday 6 a.m. to 10 p.m.

Friday 6 a.m. to 8 p.m.

Saturday 12 p.m. to 6 p.m.

Breaks (excluding holidays)

Summer (August 30 – September 17)

Winter (December 11 – January 2)

Spring (March 21 – 26)

Sunday 12 p.m. to 6 p.m.

Monday – Thursday 6 a.m. to 8 p.m.

Friday 6 a.m. to 6 p.m.

Saturday 10 a.m. to 6 p.m.

Holiday Weekend

Martin Luther King (January 15-18)

President's Day (February 12-15)

Memorial Day (May 27-30)

Friday 6 a.m. to 6 p.m.

Saturday – Sunday 12 p.m. to 6 p.m.

Monday 10 a.m. to 11 p.m.

Early Closures

Thanksgiving Eve November 25 closing at 6 p.m.

Christmas Eve December 24 closing at 5 p.m.

New Year's Eve December 31 closing at 6 p.m.

Building Closures

Independence Day July 4

Building Maintenance August 23-29

Labor Day September 5-7

Thanksgiving Holiday November 26-28

Christmas Holiday December 25-26

New Year's Holiday January 1

Appendix E

CWU Student Union & Recreation Center LIST OF FACILITY OCCUPANTS

Space Managed by Dining Services

Dining Services Administration
Dining Services Kitchen

Space Managed by Recreation Center

University Recreation Administration
Outdoor Pursuits & Rentals

Space Managed by Student Union

Campus Activities
Campus Life Administration
Center for Diversity & Social Justice
Center for Leadership & Community Engagement
Connection Card Office
Custodial & Maintenance
KCWU-FM
Publicity Center
ASCWU
Student Union Operations
SURC & Club Accounting
US Bank
Wellness Center

Space Managed by Wildcat Shop

University Store Administration