

2-2.17 Facilities Use (PAC approved 8/17/05)

The facilities of Central Washington University are for the use of students, faculty, staff and administrators in meeting the purpose of the university. That purpose is to provide a liberal education in a number of academic fields.

This policy is established to regulate the use of certain facilities, equipment, and services of Central Washington University by members of the faculty, student body, and staff and certain related organizations as defined herein, in the execution of university business. Any use by any person or group not carrying out university business is by exception only. Any use of university space, equipment, or services must be in compliance with this policy, the commercial activities policy, other pertinent policies of the university, and state law. The Washington Administrative Code sections that apply to the facilities use policy are numbered 106-140-401 through 106-140-528.

2-2.17.1 University Scheduling Center.

2-2.17.1.1 Scheduling manager duties. The scheduling manager is responsible for coordinating arrangements relative to certain meetings, conferences, workshops, social functions and other events involving the use of university facilities. A computerized master activity calendar for such events and the official university organization registers are maintained by the university scheduling manager.

Regularly scheduled academic facilities are generally scheduled by the registrar and official academic course offerings scheduled before the beginning of an academic term shall have precedence over all other scheduling of a given facility.

2-2.17.1.2 Prohibition against use. Any organization, club or individual with an outstanding balance in the university scheduling center will not be allowed to schedule facilities, equipment, or services until all bills are paid.

2-2.17.1.3 Timing of requests. Any department, division or university organization listed on the official university organization register may request use of university facilities by filing a request with the university scheduling center before the event. Sufficient lead time must be allowed for fiscal and scheduling arrangements to be made. See section 2-2.17.1.6 regarding scheduling deadlines. External entities other than governmental agencies seeking an exception to the facilities use policy should allow several extra days for an examination of the merits of the request by university officials under the terms of the commercial activities policy.

2-2.17.1.4 Requests for facilities use. Scheduling requests shall include the following information:

- 1) The name of the university department, division, or organization(s) planning the program.
- 2) The name of the speaker and the general topic of address and/or program.
- 3) The number of persons expected to attend.
- 4) Any special facilities, equipment, or other services required for the presentation of the program.
- 5) The organization's preferences, if any, for specific facilities.
- 6) The name of the fiscally responsible department, division, or group.

2-2.17.1.5 Event planning. In planning various group functions, requests for the following should be directed to the scheduling manager:

- 1) Special arrangement of furniture, podiums, and other equipment (e.g., construction of special platforms).
- 2) Audio-visual and television services (e.g., public address systems, tape recorders, movie projectors, VCRs and monitors).
- 3) Support crews for technical areas (e.g., stage managers, lighting technicians, technical services, load-in crews, social function attendants, security and supervisors for certain events).
- 4) Refreshment or food services (e.g., coffee, snacks, box lunches, banquets, etc).

It is incumbent on the user of university space, equipment, labor, or services to plan carefully in advance, to disclose all essential facts about the planned event, and to conform to the terms and conditions of the rental agreement. Failure to do so may result in the assessment of after-the-fact charges for which the user will be responsible. Assistance in planning can be obtained from the scheduling manager.

Proper event planning includes a complete listing of all anticipated space, equipment, labor, and services required for the event, along with their associated costs. Under this policy, all rental fees and associated direct costs related to an event or specific rental agreement will be assigned to the user which incurs such rental fees or direct costs.

2-2.17.1.6 Scheduling deadlines. A facilities use agreement shall be executed, including an estimate of all event expenses, not less than five working days in advance of the date requested.

2-2.17.1.7 Space assignment. Upon receiving required information, and with acceptable fiscal arrangements made in advance, the scheduling manager shall attempt to assign, in writing, an appropriate room or space for the meeting and shall assist the department, division, or organization in arranging for the special equipment or services that may be required. In assigning the space, the scheduling manager shall consider the size of the facility required, other events scheduled by prior request, and the preferences of the requesting entity. The scheduling manager shall consider all available facilities, and after consultation with the office authorized to schedule space in the particular facility, may assign any appropriate university facilities for speakers or programs.

2-2.17.1.8 Appeal of assignment. If the sponsoring organization or individual objects to the space or date assigned, it may appeal the scheduling manager's decision to the vice president for student affairs, who shall render a decision within five business days.

2-2.17.1.9 Academic space assignment. Academic facilities shall be scheduled in one of the following three ways:

- 1) Through the regular scheduling process utilized by the office of the registrar for courses which bear academic credit, i.e., are scheduled prior to the beginning of an academic quarter and are listed in the official university class schedule for the quarter (See Section 3-2.4.9.3 of this manual);
- 2) By department chairs or other division heads with budgetary authority who schedule a special speaker, other special event, or related events required as a part of a regularly scheduled academic course, and these events take place during assigned class time;

- 3) By the university scheduling center. All events which do not meet the definitions of academic courses shall be scheduled through the university scheduling center.

A chair or head who arranges a speaker or special event, or other event related to an academic course, outside of assigned class time is required to schedule space through the university scheduling center. Such events will be subject to all university policies and fees.

- 2-2.17.1.10 Unanticipated charges. Use of university facilities scheduled through the scheduling center by individual faculty, departments, or other academic, or non-academic units of the university may result in charges being assessed after the fact to the responsible department or other unit if unusual clean-up charges are reported to the scheduling center by the custodial service of facilities management.

The scheduling center and its manager will not assume liability for any costs related to facility, equipment, labor, or services usage. After-the-fact charges may sometimes arise due to unanticipated needs of the user, last minute changes by the user in the understandings outlined in the rental agreement, or the discovery later of extraordinary custodial or damage costs to the university. In all such cases the user shall be responsible for such costs and the university reserves the right to assess such charges.

The university reserves the right to select a different rental rate category for an event after the fact if it is determined that the original terms of the rental agreement have not been met for the event. Appeals against any charges made after-the-fact may be addressed to the vice president for business affairs.

- 2-2.17.1.11 Liquor consumption. Groups sponsoring events held on the campus involving the serving and consumption of alcohol-containing beverages are responsible for obtaining permission from the vice president for student affairs for a banquet permit, or the vice president for student affairs and the president for a liquor license; for purchasing a permit from the local Washington State Liquor Store or a license from the liquor control board in Olympia; and for having a certified social attendant present at the event. Additional information is available at the scheduling center.

- 2-2.17.1.12 Authority of university scheduling manager. The scheduling center manager of Central Washington University, under the authority of WAC 106-140-401, may impose special conditions where necessary to meet proper health or safety standards, or to assure compliance with university policies, upon any organization as a condition preceding the scheduling or renting of university facilities. The scheduling center manager may make exceptions to the facilities use policy where extraordinary circumstances exist, provided that no variation from posted rental rates shall be allowed unless specific authority is given by the president or his /her designee.

- 2-2.17.1.13 Private gain by employees or others. Individual employees of the university utilizing university space, equipment, or services must comply with state ethics laws and university WAC code, RCW 4252, WAC 292-110. This will require a rental agreement and the payment of commercial rental rates the same as other external entities. In addition, use by external entities constitutes an exception to university policy and requires prior approval and compliance with the university's commercial activities policy.

2-2.17.2.1 *Academic facilities* shall mean all university owned or operated facilities and space located within the main campus area which are primarily used for class work and classroom instruction, including all athletic facilities, and auditoriums and theaters, excluding all self-support funded facilities, i.e., SUB, recreation center, housing, dining, conference center, etc.

2-2.17.2.2 *Academic courses* shall mean those courses offered officially by Central Washington University for which there is, in advance, on file in the appropriate academic dean's office written approval of such course. They shall include, but are not limited to:

- 1) course offerings which have been approved by the appropriate university curriculum committee, and which appear in current course schedule books;
- 2) approved workshops and seminar courses;
- 3) approved courses bearing academic degree credit and offered through the division of extended university programs;
- 4) all offerings which do not carry regular academic credit but which have been approved in advance by the dean of extended university programs as a non-credit course.

Courses offered as non-credit courses shall have a lower priority for scheduling than any course bearing academic degree credit and shall be assessed applicable direct costs related to usage of space, equipment, or services.

2-2.17.2.3 *University organizations* shall mean and include only those organizations listed elsewhere in this policy under the heading "User Categories Defined." These fall generally under three broad classifications; 1. units of the university which carry out the business of the institution, 2. specially recognized groups which have by application or contract been added to the official university organization register, 3. officially recognized bodies which carry the sanction of the Associated Students of Central Washington University. All organizational registries will be reviewed and updated each academic year.

2-2.17.2.4 *Laboratories* are rooms with special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in a an academic discipline. Such rooms include class laboratories, open laboratories , computer labs for informal or irregularly scheduled group or individual instruction, and research laboratories, as defined in the Higher Education Facilities Inventory and Classification Manual.

2-2.17.2.5 *Limited housing and dining hall facilities* shall mean only certain specified lounges, studies, meeting rooms and dining rooms within university operated student residences, dining halls and conference center facilities.

2-2.17.2.6 *Scheduling manager* shall mean the individual responsible for implementing the facilities use policy.

2-2.17.2.7 *SUB facilities* shall mean the certain specified Samuelson Union Building rooms and patios immediately adjacent thereto, excluding the university bookstore.

2-2.17.2.8 *Sponsor or "sponsoring organization"* shall mean that academic department or other unit of the university, one of the approved categories of associations or organizations, or any individual or group external to the university, which is responsible for the care of, and payment of any charges related to the use of, any university facilities,

equipment, or services provided through arrangements made by the scheduling manager.

"Sponsor" or "sponsoring organization" therefore means any user of university space, equipment, labor, or services which are under the purview of the scheduling manager. Care should be taken to distinguish among the generic term "sponsoring organization" as defined here, and the more specific terms "university sponsored organization" and "university organizations" as defined in section 22.17.4.5 of this policy.

2-2.17.2.9 *Co-sponsorship*. The use of "co-sponsors" is not permitted in the leasing or renting of any university facility, equipment, or services except when there is a binding contract among all of the parties that has been executed through the office of business services and contracts of the university. The reader is referred also to WAC 106-140-527. Any contract shall delineate the full and exact space, equipment, and service needs, and the fiscal and legal responsibilities of all parties, including rental fees, direct costs, and insurance. The university scheduling center will not accept co-sponsorship as a means of handling the affairs of an event or usage in the absence of such a contract.

Units of the university contemplating assistance to another group, from either inside or outside the university community, in carrying out an event, must decide in advance regarding which party shall be responsible for legal and fiscal matters related to the usage of university facilities, equipment, and services. Sponsorship by the academic or other university unit will obligate that unit for charges at the specified rates and will obligate the university for any legal liability. Sponsorship by an outside entity obligates that entity for applicable charges and legal liability.

Units of the university shall be fully responsible for the departmentally sanctioned activities of their affiliated student clubs and groups which have not been recognized by the Associated Students of Central Washington University.

2-2.17.3 University Facilities - Available Space.

2-2.17.3.1 Assignment authority. Assignment of space, equipment, labor, or services shall be at the sole discretion of the scheduling manager after any necessary consultation with the office authorized to approve space in the particular facility or to provide the special equipment or service.

2-2.17.3.2 Availability for use. The university property available for scheduling and use in accordance with the provisions of this policy shall be limited to:

- 1) Classrooms (lecture, laboratory, and seminar), theaters and auditoriums, athletic facilities, and certain specified conference rooms within academic facilities.
- 2) SUB and recreation facilities except that such facilities are only made available through the director of campus life or his/her designee.
- 3) Limited housing, dining hall and conference center facilities, except that such facilities are only made available through the directors of housing services and the conference program.
- 4) Equipment items and labor required for meetings or other events scheduled through the scheduling center
- 5) Refreshment food and banquet services required for meetings or other events scheduled through the scheduling center

2-2.17.3.3 Priority for use. Scheduling of academic facilities space shall be on a first-in-time-of-application basis; provided, however, that where a lease has not been executed, university organizations shall have priority over non-university organizations; and provided further, that the academic needs of the institution shall have first priority over all other use where a lease has not been executed.

2-2.17.3.4 Classrooms and laboratories. Classrooms and laboratories may be made available for scheduling and use when not in use by academic courses. The guidelines for scheduling academic courses into classrooms and laboratories are defined in other policies of the university. Laboratories may be rented only with approval of the supervising department and provided that any necessary supervisors are available.

2-2.17.3.5 Rental agreement requirement. All non-university persons and organizations desiring to use space in accordance with this facilities use policy shall execute a rental agreement with the university scheduling center for temporary or short-term use of university space. The rental agreement may include a description of the premises or space rented; the rental rate; the names of the individuals responsible for the debts of the renter; the nature and purpose of the intended use; time of use; number of persons expected; price of admission, if any; whether a donation, dues, or registration fee will be collected; amount of deposit; food service charges; special use or set-up charges; statement of responsibility for damages; verification of insurance coverage and other pertinent information including, but not limited to, a statement that the renter agrees to adhere to and abide by all rules and regulations of Central Washington University.

2-2.17.3.6 Listings and rental rates. All university space, premises, equipment, or services available for renting under the authority of the facilities use policy shall be listed in the university scheduling center together with the corresponding rental rate.

Meeting room rental rates may be different for university organizations, for non-university organizations, and for usage which involves fund raising either through solicitation of donations or by admission or other entry charges or when funds are received for other purposes. The rental rate shall be established by the appropriate university departments and approved by the President's Advisory Council.

The university reserves the right to change the rate schedule without notice; provided that such changes shall also be posted for viewing in the university scheduling center; and provided further that no individual exception to an already established rental rate shall be made except by permission of the president or his/her designee.

2-2.17.4 User Categories Defined.

For the purposes of using university facilities and services the following categories are established:

2-2.17.4.1 *Academic classes* are individual meetings of any academic course. Academic courses are defined in the section titled "University Facilities - General Definitions" (2-2.17.2).

2-2.17.4.2 *Units and associations of the university* include those groups which are comprised of university personnel and operate for the sole purpose of conducting official university business; i.e., departments, schools, college, programs and committees, including the employee council, and the faculty senate, and the association of administrators.

Included in this category are inter-institutional committees, and their sub-committees, of university officials from the six public, four-year institutions. The committees are formed and sanctioned by the council of presidents and formed for the purpose of carrying out cooperatively the business of the particular employee group. Any fiscal responsibility lies with the host department at Central Washington University. This category is category number two of the university schedule of rental categories.

2-2.17.4.3 *Associated Students of Central Washington University* is defined as the board of directors and its official committee's agencies and councils, and the departments of the service and activities fund. This is category number three of the university schedule of rental categories.

2-2.17.4.4 *Ancillary associations* are the incorporated body of the Central Washington University Foundation and the university unit known as the Central Washington University Alumni Association. These fall under category number four of the university schedule of rental categories.

2-2.17.4.5 *University sponsored organizations* are of two types. The first type includes organizations which are intended to directly further the purposes and objectives of the university and which are created and sponsored by a university unit. These are approved by a dean, vice president or the president, and are listed on the official university organization register.

The second type includes organizations which are intended to directly further the purposes and objectives of the university, but which may include members who are employees of other colleges, universities, or state agencies. The majority of the members shall be employees of the groups indicated, with at least one member from an employing unit of Central Washington University. These organizations meet for the sole purpose of transacting official business which is necessary to the operation of Central Washington University. To be included in this category these groups must undergo prior review and approval of a department or division of the university, a dean, and a vice president or the president. This review and approval shall be annual and

shall carry budget approval for any necessary activities of the organization. The hosting department or unit of the university will be billed for usage charges by the scheduling center when Central Washington University is acting as the host institution for a meeting.

These organizations fall under category number four of the university schedule of rental categories.

Student clubs or groups formed or sanctioned by an academic unit are strongly encouraged to take advantage of the benefits of recognition under the rules and procedures of the Associated Students of Central Washington University. Student clubs or groups which have no such recognition will be considered external entities for the purposes of this policy.

2-2.17.4.6 *University affiliate organizations* are defined as organizations whose charter is external to the university but whose membership is substantially from the university community (staff, faculty and students) and whose primary purpose is to further the mission of Central Washington University. Recognition as an affiliate organization is granted by the president, or his/her designee, after consideration of the organization's charter, statement of purpose, qualifications for membership and statement of relationship to the mission of Central Washington University. All recognized university affiliate organizations are listed on the official university organization register. This category is category number four of the university schedule of rental categories.

2-2.17.4.7 *Student clubs and organizations* are defined as clubs and organizations which are recognized under the policies and procedures of the Associated Students of Central Washington University. These fit into category number four of the university schedule of rental categories.

2-2.17.4.8 *The conference center* is a self-supporting operation of Central Washington University. It establishes its own usage rates and is, for the most part, responsible for scheduling its physical facilities, equipment, and services. It works in cooperation, when appropriate, with the scheduling manager in carrying out the responsibilities outlined in this policy. The conference center fits into category five of the university schedule of rental categories.

2-2.17.4.9 *External entities* includes, for the purposes of this policy, those organizations not defined in 2-2.17.4.1 through 2-2.17.4.8 and which were not created for the explicit purpose of carrying out the official business of the university. These include those not listed on the official university organization register, those clubs and groups not recognized by the Associated Students of Central Washington University, all private entities external to the university, faculty or staff or students acting in a private capacity, and other individuals, associations and corporations not directly associated with Central Washington University. All such entities fit into category six of the university schedule of rental categories. The commercial activities policy of the university shall be considered in all requests by external entities.

2-2.17.4.10 *Non-university organizations* are all potential users of university space, equipment, labor, or services not defined in 2-2.17.4.1 through 2-2.17.4.8. This term is synonymous with the term *external entities* in this policy.

2-2.17.5 Total Charge Assessment for Usage

Generally there are two classes of charges that may be imposed for usage of university facilities. These are (1) a rental fee, and (2) associated direct costs. In some instances, one or the other or both of these may be absent. In other cases, both charges will apply.

Rental fees are fixed fees for usage. These are assessed on the basis of a relationship to fair market value for similar space and in compliance with any pertinent state guidelines. Direct costs are assessed on a case by case basis and vary depending on the nature and extent of the use. Included are such things as cleaning costs, food costs, equipment rental costs, labor charges for special personnel that may be required by the university (life guards, stage crews, technical or faculty oversight, security personnel, and supervisors) and other direct costs related to the particular event or space.

2-2.17.6 University Schedule of Rental Categories

The following schedule of rental rate categories and all related charges are implemented through the university scheduling center and any interpretations should be cleared through that office.

Rate categories are defined in the section which follows this section.

PROGRAM ORIGIN	GATE ¹	ASSIGNED RATE CATEGORY		
		Academic	SUB	Auxiliary
		Facility	Facility	Services ²
1. ACADEMIC CLASSES (See section 2-2.17.4.1)	NO	No Charge	B	A
	YES ³	A	B	B
2. UNITS & ASSOCIATIONS OF THE UNIVERSITY (see section 2-2.17.4.2)	NO	A	A	B
	YES	A/B ⁴	B	B
2. ASSOCIATED STUDENTS OF CWU (see section 2-2.17.4.3)	NO	A	A	B
	YES	B	A	B
4. UNIVERSITY SPONSORED ORGANIZATIONS; ANCILLARY ASSOCIATIONS; UNIVERSITY AFFILIATE ORGANIZATIONS; STUDENT CLUBS, ORGANIZATIONS (See section 2-2.17.4.4)	NO	A	A	B
	YES	B	B	C
5. CONFERENCES THROUGH THE CONFERENCE CENTER (see section 2-2.17.4.8)	NO	A	B	Not Applicable
	YES	B	C	
6. EXTERNAL ENTITIES (see section 2-2.17.4.6)	NO	B	B	Not Applicable
	YES	C	C	

¹ Gate is defined here as the transfer of any funds, including but not limited to, memberships, dues, fees, donations, registration or tuition charges, collections, entry fees, sales charges, etc., or a solicitation for sales as a part of a business enterprise.

² Housing, Dining, and Conference Center sets the rates for their facilities.

³ Selected examples of academic classes that may have gates include athletic events, drama productions, musical performances, special lectures, gallery showings, etc.

⁴ A if gate deposited in university account; B if not deposited in university account.

2-2.17.6.1 Rental categories defined. The following rental categories designate the nature of the charges that shall be assessed in a given rental situation. (See 2-2.17.8.1)

Rate Category A: Charge for incremental direct costs plus cost of short term maintenance (if applicable).

Rate Category B: Charge for incremental direct costs, short-term maintenance (if applicable), plus rental rate "One."

Rate Category C: Charge for incremental direct costs, short-term maintenance (if applicable), plus rental rate "Two".

2-2.17.7 University Facilities Rental Rates

Following are the various rental rates for the most common types of spaces available for rent under this policy: (rates below are based on a daily usage, unless otherwise specified)

FACILITY	RENTAL RATE ONE	RENTAL RATE TWO
<u>ACADEMIC CLASSROOM(S)</u>	\$	\$
SMALL MEETING ROOMS (0 TO 500 SQFT)	60.00	120.00
MEDIUM MEETING ROOMS (501 TO 1500 SQFT)	120.00	240.00
LARGE MEETING ROOMS (1501 TO 5000 SQFT)	240.00	480.00
DISTANCE EDUCATION ROOMS	50.00/PER HOUR	100.00/PER HOUR
<u>BARGE HALL</u>		
BOARD ROOM	120.00	240.00
MEETING ROOMS	60.00	120.00
<u>DINING ROOMS</u>		
MUNSON	75.00	75.00
SUE DINING	175.00	175.00
SUE LOMBARD	125.00	125.00
TUNSTALL COMMONS	175.00	175.00
GRUPE CONFERENCE CENTER	120.00	240.00
KITCHEN USE	10.00	10.00
HEBELER AUDITORIUM	100.00	200.00
HERTZ RECITAL HALL	150.00	300.00
LOUNGES & LOBBYS	100.00	200.00
<u>McCONNELL BUILDING</u>		
McCONNELL AUDITORIUM	300.00	600.00
GREEN ROOMS	60.00	N/A
DRESSING ROOMS	30.00	N/A
TOWER THEATER	150.00	300.00
<u>MUSIC BUILDING</u>		
CONCERT HALL	500.00	1000.00
RECITAL HALL	200.00	400.00
GREEN ROOMS	70.00	N/A
<u>NICHOLSON BUILDING</u>		
NICHOLSON VARSITY GYM	300.00	600.00
UPPER GYM	100.00	200.00
FIELDHOUSE	200.00	400.00
TENNIS COURTS	100.00	200.00
POOL	125.00	250.00
RECREATION CENTER	80.00	160.00
BASENBALL/SOFTBALL/SOCCER FIELDS	100.00	200.00
MULTI-PURPOSE FIELD	50.00	100.00
TOMLINSON STADIUM	400.00	800.00

OUTDOOR SPACE LAWNS & PATIOS	100.00	200.00
STUDENT UNION BUILDING: SMALL MEETING ROOMS (0 TO 500 SQFT)	60.00	120.00
MEDIUM MEETING ROOMS (501 TO 1500 SQFT)	120.00	240.00
LARGE MEETING ROOMS (1501 TO 5000 SQFT)	240.00	480.00
BALLROOM	300.00	600.00
PATIO	100.00	200.00
CONFERENCE CENTER	AVAILABLE UPON REQUEST	

2-2.17.7.1 Additional University Charges and Rates:

- Alcohol Fees
- Catering Fees
- Computer Lab Fees
- Computer Technician Fees
- Concession Vending Fees
- Conference Center Fees
- Distance Education Fees
- Event Support Services Fees
- Facilities Management Work Orders (estimated per event)
- Insurance (on a need basis)
- McConnell Technician Fees
- Music Technician Fees
- Nicholson Building Manager Fees
- Pool Use Fees
- Scheduling Center Service fees
- Security (on a need basis, estimated per event)
- SUB Building Manager Fees
- SUB Major Event Fees
- SUB Setup Fees
- SUB Table Rental Fees

2-2.17.8 Specific Incremental Direct Costs and Short-Term Maintenance Costs for Each Facility

The following specific charges will be assessed when necessary to cover actual costs associated with space usage by parties utilizing university space.

OTHER CHARGES MAY SOMETIMES APPLY. THESE ARE LABOR RELATED OR PERTAIN TO UNUSUAL EQUIPMENT NEEDS. ESTIMATES ARE MADE BY THE SCHEDULING CENTER BASED ON THEIR EXPERIENCE WITH SIMILAR EVENTS. CURRENT RATES OF PAY FOR LABOR AND CURRENT RENTAL CHARGES FOR SPECIAL OR EXTRA EQUIPMENT OR SERVICES WILL BE ASSESSED.

1. Classrooms and laboratories: Actual cleaning costs as assessed by the custodial services and any required laboratory supervisory personnel, and equipment use.
2. Grupe Conference Center: Actual cleaning costs as assessed by the custodial services, a kitchen use fee, set-up costs, and equipment use.
3. Hebeler Auditorium: Actual cleaning costs as assessed by the custodial services, any set up-costs, and equipment use.
4. Tower Theater: Actual cleaning costs as assessed by the custodial services, a charge for the use of lights, a charge for the use of a sound system, and a charge for any technical crews.

5. Hertz Recital Hall: Actual cleaning costs as assessed by the custodial services, any set-up costs, and equipment use.
6. McConnell Auditorium: Actual cleaning costs as assessed by the custodial services, a charge for the use of lights, a charge for sound system use, a charge for the care and use of one or more pianos, a charge for security measures, and a charge for technical management, including crews.
7. Nicholson Pavilion: A charge for cleaning, an on-site supervisor, any life guards, floor covering installation and removal, electrician, security, set-up costs, and equipment use.
8. Samuelson Union Building: A charge for cleaning, on-site building manager, costs of furniture set-up, security, and equipment use.
9. Conference Center: Not generally available for use by campus departments, organizations or external entities unless planning a conference with meals and lodging.

2-2.17.8.1 *Incremental direct costs and short-term maintenance costs defined.* The following categories define the most common types of charges that are ordinarily assessed against users of university facilities.

1. Cleaning: Job orders are originated in the university scheduling center and sent to the custodial office at Facilities Management. Charges are based on actual time spent to complete the work.
2. Piano Use: The university scheduling center arranges for a tuner. Current rates apply.
3. Grupe Kitchen: This fee is for the kitchen to be unlocked. It is stocked with minimal kitchen supplies and utensils.
4. Lighting and Equipment Use: Equipment can be secured from the SUB event support services, ie. Sound, lighting, tables, projectors, state, tents, etc.
5. Security and Technical Management: Based on actual needs for supervisors and crews. All personnel are employees; the rates vary with needs.
6. Supervisor: The use of Nicholson requires a supervisor; the use of McConnell Auditorium may require a technical manager. Current rates apply.

2-2.17.9 University Affiliate or Sponsored Organization Recognition

Activities of a Central Washington University affiliate organization or sponsored organization are expected to comply with the prescribed conduct provisions of university policy and Washington State law. Central Washington University reserves the right to deny an organization initial or continuing recognition should the organization or its members violate said policy and/or law.

Groups seeking official "university affiliate organization" or "university sponsored organization" recognition must apply for such recognition. A completed and approved application must be on file before the assigned rate schedule will apply. A group seeking to be an affiliated organization should apply to the president's office. A group seeking to be a sponsored organization should apply to the department chair who will, with the approval of the dean, approve or deny the application. The necessary forms are available in the scheduling center.

2-2.17.10 Exceptions to the Policy (President's Cabinet 4/97)

The facilities, equipment, and services of the university are designed to serve the business needs of the university.

Any exception to this policy related to usage by internal units of the university shall require special permission of the office of the president or designee. In such cases, the request for exception may also require examination by the vice president appropriate to the space, equipment, or services requested. Requests by state agencies, public entities, and school districts for use of space at university centers shall require special permission of the president, center coordinator, or other designee.

All usage of university space, equipment, or services must be in compliance with the commercial activities policy of the university. A specific use exception granted within or to the commercial activities policy for an external entity shall be interpreted also as a specific use exception granted to this policy.

2-2.17.11 Responsibility of Classroom Access and Security (President's Cabinet 2/99)

All buildings at the Ellensburg campus will be unlocked in the morning between 6:00 a.m. and 7:30 a.m. and locked in the evening between 5:00 p.m. and 12:00 midnight depending on program need by Facilities Management Department staff each weekday, commensurate with the academic calendar. The library building will be unlocked and locked by library staff following the library's operational schedule. The Scheduling Center will issue a "room reservation" list to FMD on a daily basis for all classes and special requests that are scheduled after 5:00 p.m. each day of the week and on the weekends. Included on that room reservation list will be special requests from the Conference Center, Center for Lifelong Learning, department secretaries, clubs, computer labs open to the general student population, late night building hours for Lind, PE, Hogue, and other buildings, and other special or nonscheduled classes that might need access to the buildings. Buildings will be locked according to that list.

General use classrooms should remain unlocked during high use working hours. For exceptions not defined in the general use clause as stated above, faculty, staff, and administration of CWU or any party having a contract to use a specific classroom space (hereinafter defined as "the user") will be provided a key through authorization of the appropriate vice president, dean, director, or department chair/head of the unit responsible for the implementation of the course, workshop, meeting, or activity taking place in that room. The user will be responsible for the locking and unlocking of the classrooms being used for assigned and authorized purposes. For these special purposes keys will be issued to users that will allow outside entry as well as classroom entry. The Office of Public Safety and Police Services will patrol buildings and perform random and periodic checks on classroom security. If a classroom appears to be unused and is unlocked, the patrol person will lock the door. Security of CWU's campus is within every employees' and students' best interest, and in the unfortunate event a classroom is damaged or equipment is vandalized or stolen, the liability will not rest on any specific group or person.

Security of CWU's campus is in the best interest of every employee and student of CWU. While no specific group or individual will be held responsible for loss resulting from theft or vandalism, the university may not be able to find the funds to replace equipment. The university maintains limited insurance coverage for selected equipment. Units that wish to have equipment insured against loss should contact the Business Services and Contracts office.

Policies at University Centers will be defined for each center in operational manuals written by each center.