

# Facilities Use

## University Operations – Facilities

### CWU Policy 201-09

**Effective:** January 25, 2023

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Facilities Management

#### **Policy Statement:**

#### **Applicability:**

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#### **Content:**

Policy

Appendix A – Facilities Use Procedures

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- (1) The Washington Administrative Code sections that apply to the facilities use policy are 106-140-401 through 106-140-528. The facilities of Central Washington University are primarily for the use of students, faculty, staff, and administrators in meeting for the purpose of the university.
- (2) 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, staff, certain other persons, groups, or organizations. Any use of university space, equipment, or services must be in compliance with this policy and the applicable procedure, or other pertinent policies of the university and state law.

#### **History:**

*Responsibility: SVP of F&A; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 12/04/2013; 01/25/2023; Approved by: A. James Wohlpart, President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-50-040, June 2025  
Attached Procedure CWUR 7-30-080 as Appendix A, June 2025*

## Appendix A – Facilities Use Procedures

(1) To ensure that rights of citizens at campus events are duly protected and that the university discharges its right and responsibility to set standards of conduct, procedures described below are established for events. The university reserves the right to halt an event when behavior violates the terms and conditions of the event agreement or any applicable university policy or procedure.

### (2) Definitions

- A. **Academic classes** are individual sessions offered by a course for credit and non-credit earning activities.
- B. **Academic courses** are courses offered officially by Central Washington University and approved by the Curriculum Committee. They shall include, but are not limited to:
  - 1. Cooperative Education, traditional seat based courses, hybrid or online courses, alternative outcome based courses, graduate courses, individual study, master's thesis, project study, examination, Office of Continuing Education credit and non-credit offered courses, professional development, workshops, special topics or seminars.
- C. **Academic events** are non-credit bearing events associated with a corresponding credit bearing class. They shall include, but are not limited to: study sessions, practices, laboratory work, and events not requiring the use of additional facilities support.
- D. **Academic facilities** are those spaces used for academic courses.
- E. **Ancillary associations** are the incorporated body of the Central Washington University Foundation, Research Foundation and the Alumni Association.
- F. **Associated Students of Central Washington University** is defined as the Student Government and its official committee's agencies and councils.
- G. **The Conference Program** is the unit responsible to provide one stop shop service to external entities and university organizations/units requiring lodging, meals, meeting space, equipment, registration services and other amenities customized for the group on and off campus.
- H. **External entities/non-university organizations** include organizations which were not created for the explicit purpose of carrying out the official business of the university. These include those clubs and groups not recognized by the Associated Students of Central Washington University, all private entities external to the university, faculty, staff or students acting in a private capacity, and other individuals, associations and corporations not directly associated with Central Washington University.
- I. **Facilities** shall mean all facilities owned or operated and space located within the main campus areas in Ellensburg to include areas used for class work and classroom instruction, athletic facilities, auditoriums, theaters and the SURC.
- J. **Laboratories** are rooms with special purpose equipment or a specific room configuration for student participation, experimentation, observation, or practice in 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 located in the university facilities planning office.

- K. ***Sponsor or "sponsoring organization"*** shall mean an 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, liability of, and payment of any charges related to the use of any university facilities, equipment, or services provided through arrangements made by Scheduling Services
- L. ***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. Student clubs or groups which have no such recognition will be considered external entities for the purpose of this procedure.
- M. ***SURC facilities*** shall mean the Student Union & Recreation Center rooms and patios immediately adjacent thereto, excluding the Wildcat Shop and Dining Services.
- N. ***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, faculty senate, and exempt employees' association. Included in this category are inter-institutional committees, and their sub-committees, of university officials from the six public, four-year institutions. Any fiscal responsibility lies with the host department at Central Washington University.
- O. ***University Committees, Councils and Task Forces*** directly further the purpose and objectives of the university and are created and sponsored by a university unit. The hosting department or unit of the university will be responsible for any charges incurred.
- P. ***Scheduling Services*** is the unit responsible for coordinating arrangements relative to certain meetings, conferences, workshops, social functions and other events not requiring lodging but involving the use of university facilities at the main campus in Ellensburg. Scheduling Services is located within the Student Union Operations office.

### **(3) CWU Ellensburg Facilities**

- A. Available space and assignment.
  - 1. Central Washington University academic facilities and properties are utilized primarily to fulfil the educational mission of the university. Academic courses are scheduled by the registrar and shall have precedence over all other scheduling of academic facilities. .
  - 2. Academic facilities shall be scheduled in one of the following two ways:
    - a. The Registrar's office (Academic Scheduling) is responsible for coordinating the scheduling for courses and other related academic events;
    - b. The Student Union Operations office (Scheduling Services). All non-academic events shall be scheduled through the Scheduling Services. A chair or head who arranges a speaker or special event that is open to the general public is required to schedule space through Scheduling Services.

3. Upon receiving academic scheduling approval and required information Scheduling Services will assign non-academic events, 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, Scheduling Services shall consider the size of the facility required, other events scheduled by prior request, and the preferences of the requesting entity. Scheduling Services shall consider all available facilities, and after receiving departmental space approval, if necessary, will assign appropriate university facilities for events and programs.
  4. Assignment of space, equipment, labor, or services shall be at the sole discretion of Scheduling Services after any necessary departmental space approval is received.
  5. Assignment of Conference Program buildings, summer conference residence halls, summer dining halls, and certain Auxiliary Service space shall be at the sole discretion of the Conference Program after consultation with the Custodial Service, Housing Office, Dining and Catering.
- B. Availability for use. The university property available for scheduling and use in accordance with the provisions of this procedure shall be limited to:
1. Classrooms (lecture, laboratory, and seminar), theaters and auditoriums, athletic facilities, and certain specified conference rooms within academic facilities. Classrooms and laboratories may be made available for scheduling and use when not in use by academic courses. Laboratories may be rented only with approval of the supervising department and provided that any necessary supervisors are available. Supervising departmental space approval/denial must be received in writing to Scheduling Services within five business days of receiving the request. If no response is given, Scheduling Services will proceed with the requested event. Schedules for classrooms and laboratories that are designated "department controlled space" must still be entered into the university's scheduling system.
  2. Student union & recreation facilities.
  3. Limited housing, dining hall and Conference Program facilities.
  4. Equipment items and labor required for meetings or other events scheduled through Scheduling Services.
  5. Refreshment food and banquet services required for meetings or other events scheduled through Scheduling Services.
- C. Priority for use.
1. 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. 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.
- D. Requests.

1. To ensure that all needs have been identified by the user, assistance in planning can be obtained from Scheduling Services. Scheduling requests shall be completed using the 25Live website. .

E. Timing of requests.

1. Any department, division or university organization may request use of university facilities by requesting space on the 25Live website before the event. Requests should be made at least two weeks in advance of the date requested to allow for scheduling arrangements and a facilities use agreement to be executed. External entities other than governmental agencies seeking an exception to the facilities use policy should allow extra days for the review and approval.

F. Deadlines.

1. A facilities use agreement shall be executed, including an estimate of all event expenses not covered in the room rental fee, not less than five working days in advance of the date requested.

G. Fiscal Responsibility.

1. Any organization, club or individual with an outstanding balance in Scheduling Services will be responsible for bringing the account current prior to scheduling another event.

H. Rental agreement requirement.

1. All non-university persons and organizations desiring to use space in accordance with this facilities use procedure shall execute a rental agreement with Scheduling Services 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; 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.

I. Selling, serving or consuming alcohol at events.

1. The President's Office is responsible for approving all events sponsored by internal and external groups, on the campus which involve selling, serving or consuming alcohol containing beverages. Written approval will be given by the chief of staff or designee, which must then be presented to the Washington State Liquor Store when applying for a [special occasion license](#) or [banquet permit](#), as defined in the WSLCB. The event sponsor is responsible for meeting the requirements of the special occasion license or banquet permit. Additional information is available at the President's Office.
2. Alcohol is not allowed in University Housing facilities per the CWU Residence Halls Handbook, ie. Wellington Event Center.

J. Private gain by employees or others.

1. Individual employees of the university utilizing university space, equipment, or services for personal reasons will complete a rental agreement and will be responsible for the payment of rental rates the same as other external entities.

K. Listings and rental rates.

1. All university space, premises, equipment, or services available for renting under the authority of the facilities use policy shall be listed in Scheduling Services together with the corresponding rental rate as outlined in section 3.
2. The university reserves the right to change the rate schedule without notice; provided that such changes shall also be posted for viewing in Scheduling Services; 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.

**(4) Rental Categories**

A. The rental categories designate the nature of the charges that shall be assessed in a given rental situation.

1. *Rate Category A:* Charge for incremental direct costs.
2. *Rate Category B:* Charge for incremental direct costs plus rental rate.
3. The following is the schedule of rental rate categories by program origin:

PROGRAM ORIGIN	ASSIGNED RATE CATEGORY			
	Academic	Student	Recreation	Auxiliary
	Facility	Union	Center <sup>†</sup>	Services
ACADEMIC CLASSES	No Charge	B	B	A
UNIVERSITY IDENTIFIED UNITS, ASSOCIATIONS, GROUPS, CLUBS, ASCWU, ETC.	A	A	B	A
CONFERENCE PROGRAMS	A	B	B	A
EXTERNAL ENTITIES	B	B	B	B

<sup>†</sup> The recreation center is a membership facility available for member use. Any reserved space in the recreation center is subject to rental B.

B. Rental Rates - Generally there are two types of charges that may be imposed for usage of university facilities. These are

1. a rental fee, and
2. associated direct costs.

C. The rental agreement and needs of the user will determine which of these charges applies.

D. Rental fees are fixed fees for usage and cover the basic set up, use and cleaning of the room. Direct costs vary depending on the nature and extent of the use to include such things as additional 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.

E. The rental rates below will be apportioned as follows:

50% to VP BFA

40% to the respective area - dean (D), athletic director (A), or the VP for BFA (V) as indicated below

100% to the Student Union (S) & Recreation Center (R) as indicated below

100% to University Housing (H) as indicated below

10% to Scheduling Services

F. Following are the 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)

G. Rental Rates:

FACILITY	RENTAL RATE	Fee Apportionment
<u>ACADEMIC CLASSROOM(S)</u>		
SMALL (0 TO 500 SQFT)	60.00	D OR V
MEDIUM TO LARGE (501-1500)	120.00	
LARGE MEETING ROOMS (1501 TO 5000 SQFT)	240.00	
DISTANCE EDUCATION ROOMS	70.00/PER HOUR	
<u>BARGE</u>	120.00	V
<u>DINING ROOMS</u>		
HOLMES DINING ROOM	450.00	V
SUE DINING ROOM	400.00	
LOMBARD ROOM	275.00	
TUNSTALL COMMONS	300.00	
<u>WELLINGTON EVENT CENTER</u>		
SOUTH ROOM	100.00	H
EAST ROOM	50.00	
NORTH ROOM	50.00	
HEBELER AUDITORIUM	120.00	D
HERTZ RECITAL HALL	300.00	D
LOUNGES & LOBBYS	60.00	D OR V
<u>McCONNELL BUILDING</u>		
AUDITORIUM	770.00	D
TOWER THEATER	440.00	
<u>MUSIC BUILDING</u>		
CONCERT HALL	770.00	D
RECITAL HALL	440.00	
GREEN ROOMS	60.00	

<u>NICHOLSON BUILDING</u>		A
NICHOLSON VARSITY GYM	500.00	
UPPER GYM	100.00	
FIELDHOUSE	200.00	
POOL	100.00	
BASEBALL/SOFTBALL/SOCCER FIELDS	100.00	
MULTI-PURPOSE FIELD	60.00	A
TOMLINSON STADIUM	500.00	
LAWNS	100.00	V
TENNIS COURTS	100.00/per 2 courts/day	R
<u>STUDENT UNION</u>		S
SMALL MEETING ROOMS - #271, 273	60.00	
MEDIUM MEETING ROOMS - # 135, 140, 201, 202, 301, 137A, & 137B	120.00	
BALLROOM #215 A, B, C, D	240.00/per section	
THEATRE	300.00	
EAST & WEST PATIOS	120.00	
SURC Pit (100C) and Mezzanine	60.00	
<u>RECREATION CENTER</u>		R
GYM COURT A, B, C, D	35.00/hr., Max 210.00/day per section	
JOGGING TRACK	50.00/hr., Max300.00/day	
FITNESS ROOMS	30.00/hr., Max 180/day	
CLIMBING WALL	<a href="#">Click here for pricing</a>	
STRENGTH TRAINING AREA		
CARDIO & CIRCUIT TRAINING ROOMS	40.00/hr., Max 240/day	
CHALLENGE COURSE	40.00/hr., Max 240  <a href="#">Click here for pricing</a>	

## **(5) Actual Costs**

- A. The following are the most common types of charges that are ordinarily assessed against users of university facilities in addition to the room rental charge.
1. [Catering Fees](#)-
  2. [Computer Lab, Technology Classrooms and Video Conferencing Fees](#) Maintenance  
Custodian/Custodian Hourly Fee for additional cleaning or set up beyond the normal and customary cleaning - \$21.00/hour/per person  
Insurance (on a need basis, rate determined by individual's policy)  
Maintenance Mechanic II/Electrician - \$32.00 per hour/per person
  3. [Department of Music Fees](#)  
Music Technician Fees
  4. [Hertz Auditorium Fees](#)  
Theatre Arts Fees  
University Police - \$50.00 per hour/per person
  5. [Events Support Services Fees](#)  
SURC Technical Support - \$20.00 per hour beyond standard set up of equipment  
Building Manager - \$20.00 per hour when outside of standard operational hours
  6. [Recreation Fees](#)  
Pool Usage Fee – \$250/day  
Lifeguard fee - \$20.00/hr  
SURC 301 Kitchen Use Fee - \$10

## **(6) Exceptions to the Procedure**

- A. The facilities, equipment, and services of the university are designed to serve the business needs of the university.
1. Any exception to this procedure related to usage shall require special permission of the vice president for operations or the student union and recreation advisory boards when the exception is for the SURC.
  2. The waiving of all or part of the normal rental fee for use of a particular facility for persons or groups not a part of the business of the university, including university sponsored groups, may be considered under the following circumstances
- B. members of the university community will receive a benefit from the intended use of the facility;
- C. the group requesting the use of the university's facility is an agency of the state of Washington; or
- D. the group is a charity licensed in the state and the charitable activity or use will serve an educational or public service purpose related to the university mission.

## **(7) Classroom Access and Security**

- A. Generally, most academic buildings will be unlocked during regular business and academic hours of 7:30 am to 5:00 pm, Monday through Friday. Access to, and occupancy of, University buildings will be limited to times when it is reasonable to expect that they are staffed during regular building hours.
- B. Access to and occupancy of University buildings, outside regular business hours, by faculty and staff may be permitted by their supervisor for the sole purpose of conducting work activities within the scope of their employment. Supervisors may only grant building/room/lab access to areas under their control.
- C. If a University department or recognized student group has a need to have a building or area(s) within a building open to students or the general public outside of the normal business hours (nights, weekends, holidays, or academic breaks) a request for access will be submitted to Scheduling Services and staff from facilities will be notified to lock and unlock the building and/or space. A member of the group will be designated as the point of contact and is responsible for the supervision of the building or space and activities occurring.
- D. Non-University groups renting or contracting spaces after regular business hours, will do so through Scheduling Services. A point of contact will be identified and staff from facilities will be notified to lock and unlock the building and/or space. Unless otherwise identified, one exterior building door and one access door will be unlocked. The other doors will remain locked for security and safety purposes.
- E. The library building will be unlocked, locked and supervised by library staff following the library's operational schedule.
- F. University employees, faculty and staff who have been issued building keys and have authorization to utilize campus facilities during times when buildings are scheduled to be closed are strongly encouraged to contact the University Police through Kittcom by calling (509) 925-8534. This notice is important in the event that there is a campus or building emergency or evacuation.
- G. University Police do perform random and periodic checks of buildings. If a building or space appears to be unused and is unlocked, University Police may secure the building or space. Security of CWU's campus is within every employees' and students' best interest. Lost, stolen and/or vandalized property can be very costly and not all items may be fully replaced. Units that wish to have equipment insured against loss should contact the business services and contracts office.

## **(8) University Centers**

- A. Individuals or groups desiring to use space located at one of the host CWU centers will contact the University Center Regional Director, to work with the appropriate community college for their procedures.