

## **Grupe Faculty Center (GFC) Use Policy Central Washington University**

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.

### **1. GFC Facilities**

- The GFC includes chairs, couch, love seat, white board table, conference table, WiFi, computer kiosk, audio/video equipment for video conferencing, charging station for electronics, TV/AV equipment, and dividers for privacy if desired, and kitchen.

### **2. 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/>

### **3. 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.

### **4. 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.

### **5. Restrictions on Use**

- No alcohol may be served or consumed prior to 5:00 p.m. and an alcohol banquet permit must be acquired.

### **6. 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 must request to use the GFC using the form on the Faculty Senate website.

### **7. Application for Use:**

- To request use of the GFC, 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.

#### **8. Approval Process:**

- The faculty senate reserves the right to refuse to permit the use of the GFC.
- 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.