
TITLE:	Facilities Use Procedure---Implementing Policy #2180
NUMBER:	2190
AUTHORIZED BY PRESIDENT:	5/7/96

Activities specifically related to the College's mission are given priority for use of College facilities. No arrangements shall be made that will interfere with or operate to the detriment of the College programs. The following procedures are designed to create an atmosphere of open exchange and to insure that the educational objectives of the College are not obscured.

Campus Speakers

An important aspect of the College learning environment is the opportunity to listen to speakers representing a wide variety of opinions and beliefs. The appearance of an invited speaker at the College campus does not constitute an endorsement of the speaker's views by the College, its students, faculty, administration, or Board of Trustees.

Any recognized College organization, with knowledge of its advisor, may invite speakers to the campus to address their own membership and other interested students and faculty providing suitable space is available and approved for use by the responsible administrator and there is no interference with the regularly scheduled program of the College. Administrative officers responsible for determining facilities use are designated below under *Administrative Officers Responsible for Facilities Use*. That person's decision may be appealed to the College President or designee. All requests are subject to the limitation outlined in WAC 132-140-020 and 040 (see WCC Policy #2180). Those restrictions include but are not limited to the following:

WAC 132-140-040 GENERAL POLICIES LIMITING USE (1) College facilities may not be used for purposes of political campaigning by or for candidates who have filed for public office except for student-sponsored activities.

(2) Religious groups shall not, under any circumstances, use the college facilities as a permanent meeting place. Use shall be intermittent only.

(3) The college reserves the right to prohibit the use of college facilities by groups which restrict membership or participation in a manner inconsistent with the college's commitment to non-discrimination as set forth in its written policies and commitments.

(4) The college may designate areas in its facilities and times for use by commercial entities on a space-available basis. The college may establish procedures for allocating such space and time to assure equal opportunity for access to different commercial enterprises. Such designation shall be made in keeping with other college policies.

(5) Activities of a political or commercial nature may be approved providing they do not involve the use or promotional signs or posters on buildings, trees, walls, or bulletin boards, or the distribution of samples outside the rooms or facilities to which access has been granted.

(6) These general policies shall apply to recognized student groups using college facilities.

(7) Handbills, leaflets, and similar materials except those which are commercial, obscene, or unlawful may be distributed only in designated areas on the campus where, and at times when, such distribution shall not interfere with the orderly administration of the college affairs or the free flow of traffic. Any distribution of materials as authorized by the designated administrative officer and



regulated by established guidelines shall not be construed as support or approval of the content by the college community or the board of trustees.

(8) Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs as determined by the appropriate administrative officer.

(9) No person or group may use or enter onto college facilities having in their possession firearms, even if licensed to do so, except commissioned police officers as prescribed by law.

(10) The right of peaceful dissent within the college community shall be preserved. The college retains the right to insure the safety of individuals, the continuity of the educational process, and the protection of property. While peaceful dissent is acceptable, violence or disruptive behavior is an illegitimate means of dissent. Should any person, group or organization attempt to resolve differences by means of violence, the college and its officials need not negotiate while such methods are employed.

(11) Orderly picketing and other forms of peaceful dissent are protected activities on and about the college premises. However, interference with free passage through areas where members of the college community have a right to be, interference with ingress and egress to college facilities, interruption of classes, injury to persons, or damage to property exceeds permissible limits.

(12) Where college space is used for authorized function (such as a class or a public or private meeting under approved sponsorship, administrative function or service-related activities) groups must obey or comply with directions of the designated administrative officer or individual in charge of the meeting.

(13) If a college facility abuts a public area or street, and if student activity, although on public property, unreasonably interferes with ingress and egress to college buildings, the college may choose to impose its own sanction although remedies might be available through local law enforcement agencies.

When considering whether or not space is available for a potential speaker the College President, or designee, may consider but is not limited to the following considerations and appropriate remedies:

- Does the speaker's topic further the mission of the College? If not, it may be determined to be inappropriate for a College location.
- Is the proposed location and format such that those who prefer not to participate may avoid doing so without unreasonable inconvenience?
- Is it appropriate to place conditions on the speaker, because of the topic or format, such as assigning a special chairperson or requiring opposing points of view or additional speakers?

Events

Events open to the public, including artistic displays and creative performances, may be presented or brought to the campus at the request of College departments or committees and presented with their active sponsorship and active participation. Non-college entities may also request the use of College space subject to available space and rental requirements.

An "Events Committee" consisting of the Dean for Educational Services (Chair), at least one faculty member, a classified staff member, and a student shall recommend eligibility or non-eligibility for the use of facilities in which to locate proposed events. In addition to the limitations outlined in WAC 132-140-020 & 040 (Policy #2180), the approval of events on campus will be based on the following criteria:

1. Availability of adequate and secure space for the proposed event,
2. The event will promote a safe and collegial learning environment,



3. The event will promote understanding and respect of the arts and culture,
4. The event will further the College's mission and goals.

Applying for Use of College Facilities

Facilities are defined as all College-owned or -controlled equipment and buildings, classrooms and grounds. A request for use of College facilities shall be:

1. Submitted to the assigned facility administrator who will forward the request to the Events Committee chair,
2. Reviewed by the Events Committee who will:
 - a. Recommend approval or disapproval of the request, or
 - b. Choose to seek advice of the full Events committee
 - c. Convene the full Events Committee to consider any written appeal of the scheduling decision of the assigned facility administrator or the Events Committee chair,
3. Approved or disapproved by the assigned facility administrator,
4. Allowed to stand as approved; appealed to the College President for modification or reconsideration or amended or denied by the President.

Administrative Officers Responsible for Facilities Use

The following administrative officers shall be responsible for determining facilities use according to Policy #2180.

Facilities Administrators

For purposes of implementing Policy #2180, the following administrators shall be responsible for determining facilities use. Facilities are defined as all College-owned or College-controlled buildings, classrooms and grounds.

1. Athletic Fields and Courts--Contact the Coordinator of Student Programs.
2. Classrooms--Assigned by the Dean for Instruction or designee.
3. Free Speech Area--Contact the Office of the Dean for Administrative Services.
4. Library--The Library Director.
5. Offices--Designated by the President and assigned by the appropriate dean.
6. Public Spaces--The Dean for Administrative Services.
7. Rental--Contact the Office of the Dean for Administrative Services.



8. Student Activities and Pavilion--The Coordinator of Student Programs.
9. Theater--The Coordinator of Student Programs.
10. Walls--No materials may be affixed to walls except on designated bulletin boards and as approved by the Dean for Administrative Services.

