

3.02 FACILITIES USE

Update Approved by Administrative Council on August 9, 2011

Fee Schedule approved by the Board of Trustees on July 12, 2007, Motion 07-12-01
Supersedes Fee Schedule approved by the Board of Trustees on 11/18/04,
Motion 04-11-01

- 3.02.01 [Facility Availability](#)
- 3.02.02 [Administrative Control](#)
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Policy

[Click here to refer to the Board-approved policy.](#)

Practice

Yakima Valley Community College is a two-year public institution of post secondary education which offers low cost educational opportunities and services to all people.

The college is a student oriented institution which has as its primary mission offering instruction in adult basic education, professional/technical, and academic transfer courses, as well as educational, cultural, and recreational community services. The college seeks to meet its mission by offering programs during the day, evenings and weekends at locations throughout the district.

3.02.01 Facility Availability

[Click here to refer to the Board-approved policy.](#)

3.02.02 Administrative Control

[Click here to refer to the Board-approved policy.](#)

The administrative regulations and procedures, current schedule of fees, and application forms for use may be obtained at the office of the Facilities Scheduler.

3.02.03 Requirements and Conditions of Facilities Use

3.02.03.01 Policies

1. Access and the Right to Use Facilities

[Click here to refer to the Board-approved policy.](#)

Keys to institutional facilities shall be governed by the institution's key procedure (see 1.17 Key and Security Access System).

2. Denial of Facilities

Yakima Valley Community College reserves the right to deny use of facilities to any individual or group dependent upon time and space availability, and regulations set forth elsewhere in this document which govern user priority determination and limitations on use. In addition to these constraints, the college may, at any time, deny the use of facilities to any individual or group based upon any of the following reasons:

- a. The requested facilities and/or the necessary personnel to operate them are unavailable or exempt from use at the requested time.
- b. The applicant and the college are unable to reach agreement on terms and conditions for the requested use.
- c. If, in the opinion of the college President or his/her designee, the adult supervision is not sufficient to safeguard college properties and other individuals who may be on campus during the hours requested by the applicant or if the requested use would be likely to substantially disrupt the normal operations of the college.
- d. The requesting group or individual has, in the judgment of the college, previously abused or failed to meet the conditions of a facilities use agreement.
- e. If the activities of the individual or group requesting use of the facilities are inconsistent with the purposes and objectives of the college or are incompatible with previously scheduled activities.
- f. If the activities of the individual or group requesting use of the facilities are inconsistent with the designed use of those facilities for college purposes.
- g. If actions resulting from such application or permission constitute unlawful activities, violate college policy, or if in the judgment of the administration of the college, actions resulting from such application or permission present imminent danger of unlawful activity.
- h. If the individual or group requesting facilities advocates changes of the government by unlawful means.

- i. If a prospective user discriminates in selecting its members or employees or restricts attendance not in accordance with YVCC's non-discrimination statement.
- j. Private groups competing with the college in course offerings may not be eligible for use of college facilities.

3. College Non-Endorsement Disclaimer

Authorization for use of college facilities shall not be considered as endorsement of or approval of any group or organization nor the purposes they represent.

4. Facilities/Event Supervision Requirements

The college reserves the right to require that a staff person represent the College at any meeting or event held in college facilities. This college representative has final authority and responsibility for such areas as room use, set-up, clean up, equipment use, food and beverage service, liquor law and regulation compliance, individual and group conduct, security, performance supervision, agreement compliance, and adherence to District policy. Such services shall be paid for by the using organization at the currently established rate, which may include overtime. Unless otherwise provided by contractual agreement, an authorized member of the staff shall be available at all times when college facilities are in use by any group. The staff person should be contacted to correct problems in the operation of any facility in use. The staff person will be alert to discover any damage or misuse of the premises and will report same immediately to the using organization and the college administration. If service beyond that normally scheduled is required as a result of any meeting, such time shall be paid for by the using organization at the currently established rate, which may include overtime.

5. Liability

In consideration of the permission granted to the user of college facilities and the minimal fee charged by the college for use of its facilities, the user shall release the college and its agents, employees or officers, from all debts, claims, demands, damages, actions and causes of action whatsoever, which may occur as the result of the use of college facilities. The user shall further agree to protect, indemnify, and hold harmless the District, college, and its agents, employees and officers from any claims, demands, actions, damages or causes of action directly or indirectly arising out of the use of the facilities or premises. Any group or individual applying for the use of a college facility shall accept financial responsibility and liability. Application for a college facility shall constitute acceptance by said group/individual of the responsibility stated above and willingness to comply with all rules and regulations regarding the use of college facilities.

The user of college facilities must provide a certificate of insurance listing the State of Washington/Yakima Valley Community College as the additional insured for the date of the event with a general insurance liability limit of \$1 million for each occurrence with an aggregate of \$3 million. The \$3 million aggregate coverage may be reduced to \$2 million for limited risk events. Approval for the reduced aggregate

coverage must be obtained from the Vice President for Administrative Services and attached to the Facilities Use Form. It is not sufficient for the vendor to provide a copy of their current insurance that does not list the State of Washington/YVCC as the additional insured.

The certificate of insurance must be furnished before any rental agreement will be consummated. Proof of coverage should be presented at least ten working days prior to the date of the event.

The user organization is responsible for and shall be liable for any repairs or replacement occasioned or made necessary by negligence or misuse of the facility. The college will determine the need for a guarantee deposit and the amount of that deposit to be left with the college. Damage to any college property, during and by reason of the occupancy of the premises by the user, shall be paid from this guarantee deposit. The balance, if any, shall be returned to the organization making the deposit. If the guarantee deposit is not sufficient to cover the damage, or no deposit was required, the group using the facilities will be billed for the difference or the full amount, whichever is appropriate.

In the event of property damage, the user shall be responsible to pay the cost for repair(s) of the damaged property as determined by the college. Adult leaders of using organizations shall remain with and be responsible for the conduct of their groups.

It is the user's responsibility to see that fire regulations prescribing room capacity limitations are met and that contingency or overflow plans be made and implemented as needed. The user is solely responsible for stolen equipment, personal belongings, currency, and merchandise. The college will not provide reimbursement for such situations. However, should college owned or rental property be stolen while in use by an organization, that organization shall be responsible for replacement or reimbursement of the stolen item(s).

In all cases where use fees are not charged by the college, the user shall put in order any facility used by them before leaving the premises. Cleaning fees may be assessed if the user fails to comply with this requirement. The user is liable for equipment and the condition of the facilities whether or not a use fee is paid.

6. Limitations of Facilities Use

Yakima Valley Community College shall have the right to impose limitations upon the use of college facilities. Restrictions shall include, but are not limited to, the following:

- a. No decorations or the application of materials to walls, ceilings, or floors which will mar, deface, or injure these surfaces are permitted. The user is required to arrange for the disposal of decorations, materials, equipment, furnishings, or rubbish left after the use of college facilities. Failure to comply with this regulation will result in the user being billed for the expense to remove such materials.
- b. Behavior which may endanger persons or property (including but not limited to fireworks, bicycle riding, skateboarding, climbing on buildings, and

other such activities), or other conduct including illegal language which is objectionable in the judgment of the college shall not be allowed.

c. College owned equipment shall not be removed from buildings or moved to different rooms. All moving of furniture and equipment shall be done under the supervision of and authorized by Facility Operations and/or Technology Services personnel.

d. In accordance with RCW 42.17.130, the Public Disclosure Law, which prohibits public agencies and employees from using or authorizing use, either directly or indirectly, of public property or facilities for the purpose of assisting a campaign for the election of any person to office or for the promotion of or opposition to any ballot proposition, college facilities may not be used for purposes of political campaigning by or for candidates who have filed for public office. For student-sponsored activities, reference their rules.

e. 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.

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

g. In the case of dances, concerts, or other forms of entertainment where a license is required, the activity supervisor will provide copies of all permits necessary for the event.

h. The host is responsible for any and all liability arising from the consumption of alcohol. Preapproval is required from the college president or his/her designee(s) for all events where alcohol will be consumed. Any user who is allowing the consumption of alcohol during the period of use of the facility is responsible for any and all liability.

i. State law relative to public institutions governs the use or possession of intoxicants on campus or at college functions. The use or possession of unlawful narcotics or drugs, not medically prescribed, on college property or at college functions, is prohibited. Students under the influence of intoxicants, unlawful drugs or narcotics while in college facilities shall be subject to disciplinary action.

j. The use of tobacco products is prohibited on college property except in designated smoking areas.

k. Games of chance and lotteries shall not be permitted except as prescribed by law and with prior approval of the college.

l. Rules regarding weapons on campus are available in WAC 132P-136.

m. Animals are prohibited from college buildings and events. Exceptions are described in WAC 132P-136.

n. Food and beverage service must be arranged through the on-campus food service contractor or with an off-campus food service vendor on YVCC's [Food Service Vendor List](#) maintained by the Purchasing Department. All events, such as banquets, shall be scheduled through the customary procedures. College and non-college groups must coordinate selling or giving away food products on campus with the Food Service Liaison.

o. The college recognizes first amendment rights and freedom of assembly. Rules regarding first amendment are available in WAC 132P-142.

p. The college reserves the right to review and approve any and all publicity for any event taking place on campus. Publicity must state exactly who is sponsoring the advertised event. Such publicity must state that Yakima Valley Community College is not sponsoring or endorsing the event. Please refer to YVCC's [2.15 Posting and Publicity Administrative Procedure](#).

7. Non-State Supported Spaces

A Non-State Supported Space is a space that does not receive state funding for maintenance and operations. Spaces that fit within this category must generate revenue through facilities rental to stay operational. For scheduling of Non-State Supported Spaces see [Appendix 3](#).

3.02.03.02 Procedures

1. Application

Application forms may be obtained [online](#) or from the Facilities Scheduler. Any use of campus facilities must be coordinated and approved by the designated Facilities Scheduler consistent with the terms and conditions of this policy. Application for the use of facilities and grounds should be made no later than 10 working days prior to the date the event is scheduled to occur.

2. Processing

The designated Facilities Scheduler will be responsible for coordinating the scheduling of campus facilities and assuring that forms are processed by the appropriate approval components of the college; e.g., the scheduling of facilities will be processed through the office of the Facilities Scheduler. No event will be considered authorized until the applicant has signed and returned the Yakima Valley Community College Facilities Use Agreement and received approval from the Facilities Scheduler. The following procedure will apply to the processing of all facilities use requests:

a. The Facilities Scheduler will direct community users to the Facilities Use Policy & Facilities Use Application. Campus users can find the information online on the My YVCC site.

b. The applicant will prepare and return the application form accompanied by all relevant documentation and support materials (to include name of agency, name of person scheduling event, telephone number, signature of person in charge of event, billing address, liability insurance, and information regarding desired set-up of tables, chairs, etc. for the event) to the Facilities Scheduler, Yakima Valley Community College, P.O. Box 22520, Yakima, WA 98907-2520.

c. Upon receipt of the completed application form, the Facilities Scheduler will obtain any additional information required, and building or event clearances. The applicant will be assigned a user classification (see Appendix 2), facilities will be scheduled, and a confirmation will be forwarded to Facility Operations and/or Technology Services as applicable.

D. When Facility Operations/Technology Services receives the confirmation from the Facilities Scheduler, staff availability and projected staff time will be determined by the appropriate area manager.

e. Users will be notified in advance of any required fees or deposits based on the fee schedule listed in the policies and procedures. Users will be billed after the date of the event.

f. Following the actual use date indicated on the Facilities Use Confirmation, the Facility Scheduler will process the billing invoice and forward to the Business Office. The Business Office will process the invoice.

g. Written notice of cancellation by the contracted user must be to the Facilities Scheduler 48 hours prior to the scheduled use date. Failure to notify the Facilities Scheduler of a cancellation may result in total fee payment. Advance notice of food service cancellations is determined by the vendor contract.

h. This procedure applies to all individuals and groups, including all employees and students of the college.

i. Failure to comply with these requirements may result in the denial of the application.

3. Non-Assignment and Cancellation

A facilities rental agreement is non-assignable. Only the user, as named in the facilities rental agreement, may use the facilities and only under the conditions defined in the agreement.

The college reserves the right to cancel the Facilities Rental Agreement at any time and to refund any payment made to the college when it deems such action advisable and in the best interests of the college. The college may terminate an agreement immediately and without notice upon discovery of a violation of any term, condition, or provision of this policy. Additionally, an agreement may be terminated immediately if, in the judgment of the administration, imminent danger exists or unlawful activity is practiced by the using organization.

4. Available Services

a. Custodial Service

The college provides routine custodial service during normal working hours. However, users of college facilities are required to remove at their expense, materials, equipment, furnishings, and rubbish left after their use of the facilities. Any custodial service required, in addition to the routine service normally provided, shall be paid by the user at current rates.

If the user requests any setup other than the standard setup for the room, the user shall reimburse the college at a cost designated by the Facility Operations Department for services rendered in setting up the room.

b. Security Service

At least one authorized representative of the college is required to open facilities, stay on duty during the period of use, and close the facility. This officer shall be on duty for the protection of college property, to enforce college policies and regulations, render first aid, and direct vehicular traffic.

The user of college facilities is not entitled to additional security services except by contract. In cases where security services are needed the college will charge users standard security fees at its discretion.

c. Food Service

A variety of services are available including banquet service, hors d'oeuvres, coffee, cookies, and other items. All arrangements for food service must be made at the time application is made for facilities use. Arrangements for food service may be made with the on-campus food service contractors or an approved off-campus food service vendor on YVCC's [Food Service Vendor List](#). Please note the food service and use considerations in the section of Limitations of Facilities Use in this document.

d. Media Equipment

The college does not loan equipment from the Media Center to non-YVCC individuals. The Media Center may provide limited assistance for YVCC events through direct arrangement with the Library/Media Director and the Media Center staff.

e. Technology

All technology requests, including computers, peripherals and software, must be arranged at the time of the initial request. Technology setup requests may result in additional fees. The existence of equipment in a space does not mean the user has the right to use it. Approval for use must be arranged through Technology Services.

f. Specialized Equipment

Facilities with highly technical equipment, such as Kendall Auditorium and the gymnasium, require technicians trained and employed by YVCC to operate. The existence of equipment in a space, such as Kendall lighting and sound systems; the gym scoreboards and/or classroom equipment does not mean the user may use it. If permission to use specialized equipment is granted, the user will be required to pay all technician fees.

5. Exceptions to Policy

Final interpretations of the Yakima Valley Community College Facilities Use Policy shall be made by the college President or his/her designee. Any exceptions to this policy must be authorized by the college President. To request an exception to the fee schedule, applicants must complete the [Authorization for Facilities Use Fee Exception](#) form.

6. Evaluation and Complaints

Yakima Valley Community College shall attempt to provide quality service for groups and individuals using college facilities and equipment. It is important to the college that we are given the opportunity to assist with any difficulty or dissatisfaction you may have. Comments or constructive criticism should be directed to the Facilities Scheduler.

To lodge a formal complaint or to appeal a decision regarding the use of college facilities, the user shall:

- a. Submit, in writing, a description of the complaint or appeal to the Facilities Scheduler. Every effort shall be made to resolve the difficulty at this level.
- b. The Facilities Scheduler shall respond to the complaint or appeal within a reasonable period of time not to exceed 15 days unless otherwise arranged.
- c. Provided both parties are unable to agree or if the appealing group is dissatisfied with the resolution, the complaint or appeal shall be forwarded to the Office of the President for resolution. The decision of the President shall be final and binding.

3.02.04 Group Tours

- a. Small group tours (9 or less people) led by college personnel require no facilities use application.
- b. Large group tours (10 people or more) led by college personnel requires a facilities use application naming the North Courtyard (Clock tower) as the default gathering space. The [Facilities Use Application](#) will need to state how many people will be attending the tour and the times at which they will be on campus. *Note: It is the responsibility of the event coordinator to work with Security on parking needs.*
- c. Events that involve both a campus tour and scheduled college room(s) require a facilities use application. A separate form does not need to be filled out for

the tour, just include the North Courtyard within the request indicating a tour and differentiate between the tour time and the actual times the room(s) are needed.

3.02.05 Appendix 1 Ongoing/Extended Use

For those events that occur on a one-time or occasional basis and rental charges apply, rental rates are established in the table on the following pages.

Certain uses for college facilities are approved on an ongoing or extended use basis. In such cases, individual rates will be established by contract negotiated between the user and the college President or his/her designee. The terms and conditions of such a contract will be approved by the President or his/her designee.

Approved facilities requests which are co-sponsored by the college or are of a highly technical nature and for which rental charges apply, may also have rates established by contract. The terms and conditions of such a contract will be approved by the President or his/her designee.

3.02.06 Appendix 2 Facilities Use Classifications

I. College Events

College events pertain to requests for activities that are:

- planned and sponsored primarily by college faculty, students, and/or staff
 - For non-college events involving off campus groups/organizations that are sponsored by the college a [Supplemental Sponsor Form](#) needs to be completed and submitted with the Facilities Use Application to the Facilities Scheduler.
 - Directly related to the mission of the college.

No rental fees or other costs will be charged for college events*.

II. State and Government Agencies

Other governmental agencies (state, local, and federal may or may not be charged subject to the following:

- If there is no cost to the participants for the activity, no rental fees will be charged*. However, the agency may be charged for costs for other special services including but not limited to custodial, security, and equipment.
- If the agency or organization charges registration, admission, or ticket fees to participants, then the college will charge full facility rental fees and other costs for special services as necessary.

III. All Other Individuals, Groups, Vendors, Organizations and Not-for-Profit Organizations (including political and religious groups)

All other individuals, groups, vendors, and organizations will be charged full facility rental fees and other costs for special services as necessary. Refer to WAC 390-05-271, WAC 390-05-273, and RCW 42.17.130 for guidelines pertaining to facility use by political groups.

***Note:** In all cases the user shall:

- Clean and put in order any facility used by them before leaving the premises. Cleaning fees may be assessed if the user fails to comply with this requirement. The user is liable for the condition of the equipment and the facilities whether or not a use fee is paid.
- Arrange for equipment prior to the event. Some services and equipment may not be available.
- Pay additional fees if the event requires staff (such as security personnel) to remain outside regular hours.

3.02.07 Appendix 3 Non-State Supported Spaces

A Non-State Supported Space is a space that does not receive state funding for maintenance and operations. Spaces that fit within this category must generate revenue through facilities rental to stay operational.

- a. Non-State Supported Spaces, if available for use, may be used for general public events that relate to or do not interfere with the educational mission of the college.
- b. These events will be determined on a case-by-case basis by the college president or designee.
- c. When allocating the use of these college facilities, the highest priority is given to the college events or events that relate to the college's mission.

3.02.08 Appendix 4 Fee Schedule		
Approved by the Board of Trustees 07/12/2007		
Location	Fee	Maximum
General Classrooms	\$ 10hr	No Maximum
ITV (Any and all fees will apply)		
• ITV Classroom	\$ 35hr	No Maximum
• ITV setup/connection feasibility fee (1 st time setup)	\$ 100hr	No Maximum
• Telco charges	TBD prior to event	No Maximum
• ITV Technician Fee (if required)	\$45hr	No Maximum
• Cancellation fee	\$125 one time	
ITV Classroom Requirements		
<ul style="list-style-type: none"> • Requesting party must provide the technical contact information for the distant site(s) two weeks prior to event. • ITV classrooms do not require a technician unless ITV connection is in progress. • A technician is not required for small conference rooms unless requested. • Telco fees are to be assumed by the requesting party. The rate is to be established prior to ITV meeting. No telco charges will be applied if all sites are on state of Washington K-20 network. • A telco charge of \$1.00 per minute for 384k connection applies to non K-20 academic use. • Off-network, non-academic use requires the remote site to initiate the connection. • Set up/connection feasibility must be conducted at least 48 hours prior to the scheduled meeting. • Every effort will be made to avoid scheduling conflicts. YVCC reserves the right to cancel a reservation at any time. A cancellation fee will not be assessed in this case. • Setup and feasibility fee once initiated is non-refundable, unless work has not been accomplished. • Notice of cancellation must be received 48 hours prior to scheduled use; otherwise, a \$125 cancellation fee will be charged. 		
Computer Labs	\$35hr	No Maximum
Technician Fee	\$45hr	No Maximum
Computer Lab Usage Requirements		
<ul style="list-style-type: none"> • A YVCC technician must be present during the scheduled time of use. • If computer lab use requires specific software to be installed, the license agreement must be provided and reviewed by Technology Services two weeks prior to the event. • Software installation must be performed by YVCC staff. 		
Conference Rooms such as Parker Room, P100 Boardroom, G174, G274, Marvin Room, MLK Room, SRC Conference Room	\$25hr	\$250
Kendall Hall Auditorium	\$100hr	\$500
Kendall Outdoor Stage	\$10hr	\$100
Courtyards	\$10hr	\$100

Continued

Location	Fee	Maximum
Sherar Gymnasium		
• Small Space No Gym Floor Use	\$20hr	\$200
• Low/Medium Gym Floor Use, Camps or Single Games	\$30hr	\$300
• Heavy Gym Floor Use, Set Up Required or Tournaments and Fairs	\$40hr	\$400
Athletic Fields		
• Low/Medium Field Use, Camps or Single Games	\$30hr	\$300
• Heavy Field use, Set Up Required or Tournaments and Fairs	\$40hr	\$400
Student Gathering Spaces: Hopf Union Building (HUB) and Grandview Campus Activity Center (GCAC). *Fees include setup based on schemes.	Dining Area	Activity Area
• Scheme #1	\$100hr	\$50hr
• Scheme #2	\$100hr	\$50hr
• Scheme #3	\$50hr	\$75hr
• Scheme #4	\$50hr	\$50hr
• Scheme #5	\$100hr	\$100hr
• Scheme #6	\$75hr	\$75hr
• Scheme #7	\$100hr	\$100hr
• Scheme #8	\$100hr	\$50hr
• GCAC Scheme #1	\$50hr	\$50hr
• GCAC Scheme #2	\$50hr	\$50hr
• GCAC Scheme #3	\$50hr	\$50hr
Parker Room Setup Fees		
• Scheme #1	No Charge	\$0
• Scheme #2	\$100	\$100
• Scheme #3	\$100	\$100
• Scheme #4	\$100	\$100
G119, 121 & 123 Setup Fees		
• Scheme #1	\$75	\$75
• Scheme #2	\$75	\$75
• Scheme #3	\$75	\$75
• Scheme #4	\$75	\$75
• Scheme #5	\$150	\$150
Grandview U199 Setup Fees		
• Scheme #1	\$80	\$80
• Scheme #2	\$80	\$80
• Scheme #3	\$80	\$80
• Scheme #4	\$80	\$80
• Scheme #5	\$80	\$80
• Scheme #6	\$80	\$80
Special Charges		
• Custodial Clean-Up	\$25hr	No Maximum
• Security	\$35hr	No Maximum
• Kendall Auditorium Technician	\$25hr	No Maximum
• Media Services	\$30hr	No Maximum
<i>Note: Additional fees may be added to the above fees for setup and/or cleanup.</i>		

Revision Log

Date	By	Notes
7/14/09	Niki Hopkins and Stephanie Lea	Added section on Group Tours; removed irrelevant sections.
10/13/09	Niki Hopkins and Stefanie Lea	Added section on non-state supported spaces; adjusted fee schedule to include new Grandview facility.
6/8/10	Niki Hopkins and Stefanie Lea	Added language to reference First Amendment WAC; edited section 6: Limitations of Facilities Use.
1/4/10	Niki Hopkins and Stefanie Menard	Added Workforce Education Center Meeting Room (U199) setup fees and schemes. See Administrative Council Meeting Minutes dated 10/12/10 when it was determined setup fees did not require BOT approval. Updated section 6. Limitations of Facilities Use to include animals and tobacco use.
4/12/11	Stefanie Menard	Removed stage jacks from the fee schedule.
8/16/11	Niki Hopkins and Stefanie Menard	Updated section 6. Limitations of Facilities Use to include language from WAC regarding weapons on campus. Reorganization of points A-P.