



FACILITY USAGE GUIDELINES & PROCEDURES FOR MEETING/ACTIVITIES

Bates Technical College is an institution of higher education supported by the State of Washington located in Tacoma, Washington. The College utilizes its facilities, buildings, and grounds for instructional and support activities pursuant to its educational mission. However, College facilities may be made available to other individuals and organizations within the guidelines and limitations prescribed in these procedures and as allowed under the State of Washington. First and foremost, priority for the use of College facilities is always with the instruction, student, and administrative needs of the College.

OVERVIEW

The purpose of the Facility Usage Guidelines and Procedures is to define the acceptable use of College facilities and the process to consider requests for such use by College groups; non-College organizations, individuals, vendors, agencies; or for activities unrelated to the College and its regularly scheduled activities. The usage guidelines and procedures are established to provide an open and fair process for all who are seeking to utilize specific facilities at the following Bates Technical College campuses. The following guidelines apply to our facilities: "Central Campus" at 2320 S. 19th St., Tacoma, WA 98405; "Downtown Campus" at 1101 S. Yakima Ave., Tacoma, WA 98405; and "South Campus" at 2201 S. 78th St. Tacoma, WA 98409. Please see Bates Technical College Event Services document to view a full list of reservable rooms.

ROOM RESERVATION REQUIREMENTS

Room reservations/rentals are available on a first-come, first-serve basis, with priority given to instructional activities, student activities, and College-sponsored events. Room rentals must comply with the following guidelines:

1. The space is available and has been properly reserved for the activity with authorized College staff.
 - a. For College groups using College facilities for meetings and activities, groups must submit calendar request or Facilities Use Form at least **10 business** days in advance of the activity. *All Bates Technical College budget codes, intended to cover estimated fees, must be provided on the Facilities Use Form. Requests received with less than 10 business days could be denied depending on staffing availabilities.*
 - b. For non-college individuals, groups, vendors, agencies, or organization - groups must submit Facilities Use Form at least **30 days** in advance of the activity.
 - i. Requests received, not according to time stated above, will not be able to request special set-ups and will be placed in an available room.

2. The meeting/activity does not conflict with College activities, whether scheduled or unscheduled.
3. All non-college individuals, groups, vendors, agencies, or organizations requests for facility use may not be for multi-regularly scheduled meetings/activities that could conflict with the College's future needs.
4. The College group; non-College individual, group, vendor, agency, or organization must comply with Bates Technical College regulations, procedures, and usage agreement.
5. College facilities may not be used for private or commercial purposes unless the activity, product, or service is in keeping with the College's mission.
6. All requests by non-college individuals, groups, vendors, agencies, or organizations are subject to approval in advance.
7. The College reserves the right to deny use of its facilities at any time.

**College facilities run limited availability during the spring, summer, and winter break periods, per the College Schedule.*

OUTDOOR SPACE USE

Bates Technical College allows outdoor space to be utilized for meetings or activities, as long as:

1. Indoor-use designated furniture is not used outside, only all-weather furniture may be used. The renter is responsible for providing all-weather furniture.
2. Sound amplifying equipment is approved prior to use by Facilities and Operations
3. Vehicles, of any kind, are not parked on concrete pedestrian courtyard surfaces. Specific locations to include: South Campus Building E Pedestrian Courtyard, Central Campus Pedestrian Courtyard, and Downtown Campus Pedestrian Courtyard. If the meeting or activity group or services for the meeting or activity parks a vehicle within these spaces for deliveries, pickups, or designated as participatory for the meeting or activity, rental owner will be asked to move the vehicle to an appropriate location. If the vehicle is not moved within 15 minutes, then they will be towed.

FACILITY USER GROUPS

For the purpose of establishing and charging appropriate facilities use fees, the following user classifications have been identified.

College Events

Consistent with College policies and procedures, College departmental requests for ordinary instructional, student, or administrative functions during regular College hours **will not** accrue rental fees.

College hours for event operations:

Downtown Campus: Monday – Friday, 8:00 AM – 9:00 PM

Central Campus: Monday – Friday, 8:00 AM – 7:00 PM

South Campus: Monday – Saturday, 8:00 AM – 9:00 PM

**All events finishing after 7:00 PM Central Campus, 9:00 PM at Downtown and South Campus will be subject to overtime charges for Custodial Support and/or Campus Public Safety Support.*

College departmental and outside agency requests for functions during non-operational hours (ie: opening a campus) **will** accrue full room rental rates, a facility utilities flat-fee, security overtime fees, and custodial overtime labor fees. Facilities user group discounts are not applicable during non-operational hours. Non-operational hours request approval dependent on staffing availability.

Compliant with WAC 292-110-010 and RCW 42.52.160:

College departmental requests for instructional, student, administrative, or fair-type events during College regular and off-hours **may** accrue rental fees and **may** accrue additional labor charges, if:

1. The College department meeting or activity charges an attendee registration fee
2. The College department meeting or activity charges a vendor registration fee
3. Vendors at the approved meeting or activity are selling goods during the meeting or activity

Notice for Bates Technical College departments or individuals: attendee and vendor registration forms must include indemnity clauses. If the vendor will be selling goods, approval of intended goods to be sold must come from the Department of Finance, as well as, verification of valid business license must be provided. Facilities suggests submission of documents three month prior for review with the Department of Finance.

College departmental requests for co-sponsored* instructional, student, administrative, or fair-type events charging a registration fee during College regular and off-hours **will not** accrue rental fees, if the co-sponsorship partnership is contracted and agreed upon by the Bates Technical College Department of Finance. If no outlined partnership of financial responsibility is filed, then the organizing College department **will** accrue full rental fees.

*Co-sponsored activities are campus events that involve off-campus individuals or groups with a direct relationship to College mission, instructional, student groups, and administration. Depending on the nature of the activity or event, College affiliates **might** be charged for space usage, and **may be** subject to additional fees such as media equipment, technical support, custodial and security services, facilities setup, and supervision. A Facility Use Form will be required to be completed by the College representative, with a designated budget code assigned to the event.

SBCTC Colleges

Washington State Board for Community & Technical Colleges may use Bates Technical College's facilities **without** accruing a rental fee during regular College hours of event operations, if the meeting or activity is not intended to raise funds. SBCTC meeting or activity requests **may** accrue labor fees if set-up/tear-down requests exceed College standard room set-up. Standard set-ups per room are designated in the Bates Room Configuration document.

State and Governmental Agencies

Pursuant to RCW 39.34.130, State agencies **will be charged**, at a reduced rate of 50%, for facility rental and equipment use fees*. The State agency **will be charged full facility rental fees** if the meeting or activity charges a registration fee for participants and/or is utilizing the facility for a fund raising activity. Labor, including but not limited to custodial, security, and planning, associated with the meeting or activity **cannot** be provided at a reduced rate.

*State agency requests for meeting or activities **will not** accrue rental fees or equipment use fees, if the State agency has previously obtained or filed an interagency agreement agreed upon by the Bates Technical College Department of Finance. If no definition of reciprocal financial responsibility is filed, then the State agency **will** accrue full rental fees and equipment use fees.

Government agencies **will be charged**, at a reduced rate of 50%, for facility rental and equipment use fees. The Government agency **will be charged full facility rental fees** if the meeting or activity charges a registration fee for participants and/or is utilizing the facility for a fund raising activity. Labor, including but not limited to custodial, security, and planning, associated with the meeting or activity **cannot** be provided at a reduced rate.

Non-Profit Organizations

Non-profit organizations, excluding the College Foundation, **will be charged**, at a reduced rate of 25%, for facility rental and equipment use fees. Proof of non-profit status must be submitted along with Facility Use Form. The non-profit organizations **will be charged full facility rental fees** if the meeting or activity charges a registration fee for participants and/or is utilizing the facility for a fund raising activity. Labor, including but not limited to custodial, security, and planning, associated with the meeting or activity **cannot** be provided at a reduced rate. If the not for profit organization is organizing with a Bates Technical College department, please review the definition for Co-sponsored activities above.

Political Organizations/Parties

Political organizations and parties **will be charged full facility rental fees and additional costs for services needed**. Facility use by political organizations and parties require prior approval from the College President or Vice President of Administrative Services.

*Exceptions to include: Elected officials may utilize College facilities for Public Forums/Discussions open to the general public at **no charge** subject to prior approval.*

All Other Individuals, Groups, Vendors, and Organizations

All other individuals, groups, vendors, and organizations **will be** charged full facility rental fees.

FACILITIES RENTAL FEES AND COSTS FOR SERVICES

Rental rates and fees associated with using College facilities are outlined in the Bates Technical College Event Services Pricing document. Costs for services reflect cost of labor and equipment associated with requests by the user, requirements of events, or incurred by the College - which include and are not limited to:

1. Custodial services
2. Campus Public Safety
3. Audio-Visual equipment and services
4. Event planning and organization

Compliant with WAC 495A-140-090, all pricing is subject to change.

GENERAL POLICIES LIMITING USE

As stated in WAC 495A-140-040:

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 or forums.
2. Religious groups shall not, under any circumstances, use the college facilities as a permanent meeting place. Use may 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 nondiscrimination as set forth in its written policies and rules.
4. Activities of a political or commercial nature will not be approved if they involve the use of 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.
5. These rules shall apply to recognized student groups using college facilities.

6. 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 will 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 shall not be construed as support or approval of the content by the college community or the board of trustees.
7. Use of audio amplifying equipment is permitted only in locations and at times which will not interfere with the normal conduct of college affairs as determined by the appropriate administrative officer.
8. 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.
9. The right of peaceful dissent within the college community will be preserved. The college retains the right to take steps 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 not a legitimate 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.
10. 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.
11. Where college space is used for an authorized function (such as a class or a public or private meeting under approved sponsorship, administrative functions or service related activities), groups must obey or comply with directions of the designated administrative officer or individual in charge of the meeting.
12. 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 sanctions although remedies might also be available through local law enforcement agencies.

Additionally,

13. Games of chance, lotteries, raffles, etc. are not allowed at the College, except as part of entertainment offered at fund-raising events sponsored by the College, with prior approval from the Vice President of Administrative Services.

DENIAL USE

Bates Technical College may deny or cancel the use of Facility Rentals if the use:

1. Interferes or conflicts with College class schedules, programs, administration and services.
2. If the renter or participants engage in prohibited conducted as detailed in WAC 495A-140-070
3. Interferes with the free flow of pedestrian or vehicular traffic on campus.
4. Involves illegal activity
5. Causes a hazard or damage to the College facilities.
6. Creates undue stress on College resources.
7. Is scheduled when an emergency situation occurs.
8. Is deemed by the College that persons or property might be endangered and/or the event might in any way be prejudicial to others or not in the best interest of the College.
9. Violates College regulations and/or breach of provisions of the rental agreement.
10. Rental or College Client has used the facilities in the past and has damaged College property, left grounds in disorder, or failed to cooperate with College staff concerning use of facilities.
11. If Bates Technical College Campus Public Safety or Administration witness unsafe behavior during the meeting or activity causing potential harm to students, staff, meeting or activity guests, or the public the rental client will be asked to cease unsafe behavior. If behavior prevails, the meeting or activity will be asked to vacate the premises. No refunds will be issued.
12. If the event is not properly scheduled with the College under guidelines stated in Facility Usage Guidelines and Procedures, Room Reservation Requirements section.

*For updates on school closures, please call 253.680.7060.

DAMAGE AND/OR LOSS OF COLLEGE PROPERTY

The applicant agrees to exercise the utmost care in the use of the premises and property of Bates Technical College. Applicant further agrees to reimburse the College for damage, loss and/or claims arising from the renter's use of the facilities.

1. A damage deposit may be required by the College for rental of facilities. The amount of the deposit shall be determined by the College.
2. The Rental Client or College Client is responsible for any damage to the facility caused during the scheduled event or activity, or by the Client's guests/individuals connected to the event.
3. If such damage occurs it will be assessed and itemized, and the Rental or College Client will be required to reimburse the College for the damages.

4. Furniture and equipment will not be moved from one room to another unless specifically called for in this application and under the direct supervision of a designated College employee.
5. Under no exceptions will furniture or equipment designated for indoor use be used outside.

LIABILITY AND INSURANCE

1. Bates Technical College reserves the right to inspect and control all events being held on campus.
2. Liability for damages to the premises will be charged back to the Rental Client or College Client accordingly.
3. Bates Technical College cannot assume responsibility for personal property and equipment brought onto the premises or for damage or loss of any articles or merchandise left on campus prior to, during, or following an event.
4. Bates Technical College is not liable for bodily injury due to negligence of any guests during use of the facility or from failure of guests complying with guidelines.
5. The Rental Client or College Client must procure and maintain in force at the time of the event, without expense to Bates Technical College, a public liability insurance policy covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence. The Rental Client or College Client must provide a certificate of insurance prior to the event.
6. Some events held on the property of a Bates Technical College Campus may require additional insurance. If required, the Rental Client or College Client must provide a certificate of insurance prior to the event.

SUPERVISION

1. Events occurring after event hours and/or on weekends may require security supervision.
2. If the meeting or activity intends to serve alcohol, Security must be hired to supervise the entire event. Use of Bates Technical College Campus Public Safety Officers or Tacoma Police are the approved supervision options.
3. Additionally, the College Public Health & Safety Manager can determine that a Security Officer must be assigned to supervise a meeting or activity if the event may need management due to size of group or nature of event.
4. Campus Public Safety does have the authority to deem need of supervision during an event, in which the rental/College client will be charged for their labor.

5. Fees will be determined by the College based on the labor needed. Charges for supervision will start as soon as the Rental or College client or guests, whomever is first, enters the facility and continue until all guests have vacated the premises.
6. Campus Public Safety reserves the right to remove disruptive person(s) from the Campus.
7. If you are in need of a Bates Technical College Campus Public Safety Officer, they can be reached directly at (253) 680-7111
 - a. Services include:
 - i. Safety needs of the meeting or activity
 - ii. Unlocking door if not already unlocked for the reserved meeting or activity. The officer will not open for a last minute or not formally approved meeting or activity.
 - iii. While the College is not responsible for any non-perishable items left on the premises, items found will be sent to the Lost and Found located in the Campus Security Office and can be retrieved by calling the Security number, (253) 680-7111. Perishable items left will be disposed of and cannot be reclaimed.

PUBLICITY AND ADVERTISING

The use of the Bates Technical College logo, trademark or trade name by a non-College agency is not permitted without prior authorization. The customer may not promote their event as a BTC sponsored event unless agreed upon in writing by the College in advance. An authorized Bates Technical College logo can be found on the College website.

COMMERCIAL USE

Bates Technical College facilities may not be used for private gain or commercial purposes unless the direct sale of goods and services, or the rental of facilities to support such sales, are directly and substantially related to the educational or public service mission of the College. The commercial use must be submitted by a recognized group and governed by a formal Facilities Use Agreement Form and approved by the College in advance.

1. Approval for the direct sale of any goods, services, or rental of facility must be obtained from the Vice President of Administration, in advance.
2. If outside vendor will be selling goods, a valid business license must be provided to the Vice President of Administration during request for approval.

3. The College reserves the right to evaluate all sales programs and terminate the contract with 60 days written notice.
4. Provision of goods, services, or facilities on campus must represent a special convenience to and support the campus community, as well as support extracurricular, public service, and/or campus activities.
5. Fees charged for the goods, services, or facilities shall take into account the full costs (direct and indirect) including College overhead costs. The price of items in the private marketplace shall be taken into account in establishing pricing.
6. Provide reasonable assurance that the goods, services, or facilities are provided only to persons who are students, potential students, faculty, staff, or invited guests.
7. The goods, service, or facility represents a resource which is not commonly available or otherwise easily accessible; for which there is a demand from the external community.

MUSIC AND AMPLIFIED SOUND

Approved use of music or amplified sound must be maintained at a volume considered appropriate and legal by College, City, and OSHA standards. If volumes exceed acceptable levels, the client or representative on-site will be asked to lower the levels. If it is necessary to make a second request, the group will be required to discontinue amplified sound or music as part of the event.

1. The Rental Client or College Client is responsible for any applicable license for the live or recorded music to be performed.
2. If the activity or event will involve sound in an outdoor area, the applicant must obtain permission from the College, as well as, obtain waivers from instructors and staff in potentially affected buildings.

TEMPORARY GUEST PARKING

Temporary guest parking permits are provided to the Rental Client or College Clients who have an approved meeting or activity. The temporary guest parking permit will be administered to guests by the client, and the client and guest will display the parking permit on their car dashboards. The parking permits are only applicable in designated areas, as stated on the temporary pass.

OCCUPANCY GUIDELINES/FIRE HAZARDS

All occupancy and fire codes **must be followed at all times** in accordance with College, City and State Fire & Safety Regulations. At any point Bate Technical College Campus Public Security, Tacoma Police

and/or Fire Department can observe any event taking place on the campus, and take any action(s) necessary to implement the safety and well-being for all persons on campus.

1. The rental/College client must not obstruct any doors, entrances, or exits at any time. Stairways, hallways, and access to utilities within the area must be available at all times.
2. The use of lobby areas, hallways, and any other area not exclusively indicated in the Facilities Use Rental Contract is prohibited, except to gain access to/from meeting or activity facilities.
3. Note that using additional props such as a stage alters the occupancy amounts and may limit the number of persons who are attending the event.
4. All electrical equipment brought in by the Rental or College Client shall comply with all rules and regulations of City, State and Federal Governments.
5. Smoking is not permitted on campus except in designated smoking shelters located around the campus. The use of tobacco is prohibited in and within 25 feet of all BTC facilities.
6. Open flames are not permitted in any BTC facility. This includes, enclosed votives, tea lights, floating candles, and pillar or taper flames enclosed by hurricane glass. This also includes the burning of products that create smoke, including but not limited to: sage, sparklers, fireworks or pyrotechnics.
7. Hazardous chemicals and materials are prohibited unless approved by the Executive Director of Facilities and Operations. This is only applicable to College instructional purposes only, outside agencies are prohibited from using hazardous chemicals and materials.

DECORATIONS AND SET-UP

Decorations are permitted as long as they comply with College Guidelines. A minimum assessment of \$100 will be assessed for violations and decorations will be removed.

1. Decorations are only permitted within the facilities designated in the Facilities Use Rental Contract.
2. All items being brought into facilities for meetings or activities must be brought in on wheeled carts or hand trucks. If items are able to be carried in, this is acceptable too. No items will be dragged on floors into/out of facilities.
3. Decorations in hallways, lobby areas and at any entrance/exit need to be approved by an authorized BTC representative prior to the event. This includes sandwich boards, directional signage, displays and posters in sign stands.
4. Pins, tacks, nails or other puncturing devices are prohibited.
5. Scotch, masking, duct tapes and glue are not allowed on any surface, including, but not limited to: fixtures, doors, walls, columns, light fixtures or windows. All other adhesives (including blue tape and tacky putty) must be approved.

6. Glitter is prohibited
7. Flyers or signs on walls, pillars, windows and glass doors are not permitted.
8. Banners may be hung inside/outside the buildings with prior approval of College personnel only.
9. Balloons are only permitted for outside use. Balloons must be tied down and removed after the event is completed.

CLEANUP

1. The meeting or activity, including cleanup, must be concluded by the end of the contracted time. If additional clean up time is needed, the time will need to be requested and added to the rental contract.
2. All personal materials, equipment, furnishings, and food must be removed from the College campus at the conclusion of the event. If items are left behind, they will be turned into Bates Campus Public Safety.
3. Bates Technical College is not responsible for damaged, lost or stolen items. Please contact the Campus Public Safety for lost and found items at 253-680-7111.

FOOD AND BEVERAGES

Bates Technical College Culinary Arts instructional program is available to provide limited food service to requesters, depending on location. If you are interested in using Culinary Arts for catering your meeting or activity, please contact 253-680-7011 or kmoody@bates.ctc.edu.

1. Outside food and beverages may be served on campus in selected areas with approval by an authorized BTC Facilities and Operations representative.
2. Food and beverages are only allowed to be served or consumed in the areas as agreed to in the signed rental contract and/or via written communication to the College department representative or Dean if the event is College Sponsored.
3. Any mess or stains created by food and beverages, including non-appropriately disposed of waste, are subject to charges of cleaning as needed. The renter/College client **will be** charged.
4. Alcoholic beverages may be consumed on campus per the "Alcohol Policies" portion of this document as noted below. The BTC Alcohol Policy and details from Washington State Liquor Control Board are located in this document.

ALCOHOL POLICY FOR BATES TECHNICAL COLLEGE

1. Alcoholic beverages will be allowed only with prior approval from the College President. Please apply for approval 3-weeks prior to the meeting or activity using the *Alcohol Use Form*.
2. Alcohol may be served only to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the State of Washington.
3. A Washington State Liquor Permit (Banquet permit or Special Occasion License) is required for all events where alcohol will be served. Please apply for a permit using the Washington State Liquor Permit website.
4. Once the applicant has received the *Special Occasion License* or *Banquet Permit* from the Washington State Liquor Control Board, a copy of the liquor permit will be given to the Office of the President and the Event Coordinator, at least 48 hours prior to meeting or activity. The permit must be posted at the event in a conspicuous place.
5. Campus Public Safety must be present from the start of the event until the last guest leaves, if alcohol is served. Two-week notice must be given for staffing.
6. The rental/College client will take responsibility for and hold BTC harmless from ALL liabilities arising from the serving and consumption of alcoholic beverages.
7. BTC students are prohibited from serving alcohol at campus events and activities.
8. All personnel hired or not, who will be serving alcohol MUST have a valid Washington State Pouring License.
9. Purchase alcohol for the event at the nearest Washington State liquor store.
10. Kegs are not allowed.

NONDISCRIMINATION

Bates complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990. Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities in accordance with college policy, and applicable federal and state statutes and regulations. Bates publications are available in alternate formats upon request by contacting the Disability Support Services Office at 253.680.7010. Inquiries regarding Bates' non-discriminatory policies, including Title IX and ADA, should be directed to: For student matters, the Vice President of Institutional Effectiveness and Student Success at 253.680.7105,

Downtown Campus A211. For employee matters, the Director of Human Resources at 253.680.7180, Downtown Campus A326.

ANIMALS

Compliant with WAC 495A-140-090, Animals of any type are not permitted inside BTC Buildings, with the exception of those used for assisting persons with disabilities or unless included as part of an agreed upon rental, as specified in the contract.

FINAL NOTE

The use of facilities is granted with the express understanding and condition that such non-College organization or individual assumes full responsibility for loss or damage resulting from such use and agrees to hold harmless and indemnify the College for any loss, damage or claims arising from such use(s). Additionally, due to unforeseen circumstances, the College reserves the right to cancel at any time.

By signing below, you have read and are agreeing to follow the guidelines outlined within the Facilities Usage Guidelines and Procedures document. If you have specific questions about room amenities and AV compatibilities, please contact the Facilities Rental Office at 253-680-7145.