



FACILITIES USE GUIDELINES & PROCEDURES

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 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 Facilities Use Guidelines & 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 use 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 facilities: "Central Campus" at 2320 S. 19th Street, Tacoma, WA 98405; "Downtown Campus" at 1101 S. Yakima Ave., Tacoma, WA 98405; "South Campus" at 2201 S. 78th Street, Tacoma, WA 98409. Please see the Bates Technical College Event Rental Services Pricing document to view a list of reservable rooms.

College hours for event operations:

Central Campus: Monday to Friday, 8:00 AM – 9:00 PM

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

South Campus: Monday to Friday, 8 AM – 9:00 PM

Saturdays, 7:30 AM – 3:00 PM

**All events finishing after 9:00 PM (M-F) and 3:00 PM (S) will be subject to overtime charges for Custodial support and/or Campus Public Safety support.*

College departments and outside agencies requesting meetings or events during non-operational hours **will be** charged full room rental rates, a facility utility flat fee of \$250.00, overtime labor fees for security and custodial support. Facility user group discounts are not applicable during non-operational hours. All non-operational hour's requests are subject to approval depending on staffing availability.

ROOM RESERVATION REQUIREMENTS

Room reservations 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. For College groups using College facilities for meetings and activities, groups must submit request at least 10 business days in advance of activity. Requests received with less than 10 business days could be denied based on staffing availability.
2. For non-college individuals, groups, vendors, agencies, or organizations groups must submit the Facilities Use Request Form at least 30 days in advance of the activity.
3. The meeting or activity does not conflict with College activities, scheduled or unscheduled.
4. All non-college individuals, groups, vendors, agencies, or organizations requests for facility use may not be for multi-regularly scheduled meetings or activities that could conflict with the College's future needs.
5. The College group; non-college individuals, groups, vendors, agencies, or organization must comply with Bates Technical College regulations, procedures, and usage agreement.
6. 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.
7. All requests by non-college individuals, groups, vendors, agencies, or organizations are subject to approval in advance.
8. The College reserves the right to deny use of its facilities at any time.

**College facilities run limited availability during the instructional break periods.*

RESERVATION CANCELLATIONS

In the event a group needs to cancel a scheduled meeting or event at Bates Technical College, written or verbal notice must be provided 48-hours in advance of the scheduled event's start time. If the event is not cancelled within 48-hours, the group will be responsible for the full rental cost estimated at the time of the reservation. If the meeting or event is cancelled by the College, no charges will be billed to the rental client.

OUTDOOR SPACE USE

1. Indoor-use designated furniture are not allowed for use outside, only all-weather furniture may be used. The renter is responsible for providing all-weather furniture.
2. Sound amplifying equipment must be approved by the Facilities and Operations Department prior to use
3. Vehicles of any kind are not to be parked in the pedestrian courtyards. Locations include but are not limited to the Central Campus Courtyard, Downtown Campus courtyard, and South Campus courtyard. If an event would like to park a vehicle within a courtyard location, approval must be granted by the Facilities and Operations Facility Manager. Unapproved vehicle parking within courtyard locations may result in towing.

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.

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 a vendor registration fee
2. Vendors at the approved meeting or activity are selling goods

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 months prior to 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 hours will not accrue rental fees, if the co-sponsored partnership is contracted and agreed upon by the Bates Technical College Department of Finance. If no outlines 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 the 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 set-up, 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

Washington's State Board for Community and Technical Colleges (SBCTC) may use Bates Technical College facilities without accruing a rental fee during regular College business hours for SBCTC trainings. The SBCTC may not use College facilities for activities intended to raise fund.

STATE AND GOVERNMENTAL AGENCIES

Pursuant to RCW 39.34.130, State and governmental agencies will be charge, at a reduced rate of 40%, for facility rental and equipment use fees*. The State and governmental agencies 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 fundraising 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 and governmental agencies requests for meeting or activities will not accrue rental fees or equipment use fees, if the State and governmental agencies have 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, the State agency will accrue full rental fees and equipment use fees at the discounted rate.

NONPROFIT

Nonprofit organizations, excluding the College Foundation, will be charged at a reduced rate of 25%, for facility rental and equipment use fees. Proof of nonprofit status must be provided to the with the Facilities Use Form. The nonprofit organizations will be charged full facility rental fees if the meeting or activity is utilizing the facility for a fundraising 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 nonprofit 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 for the College president or Vice President of Administrative Services.

Elected officials may utilize the College facilities for public forums and town hall discussions that are open to the public, at no charge; subject to prior approval.

ALL OTHER INDIVIDUALS, GROUPS, VENDORS, AND ORGANIZATIONS

All other groups 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 ensure 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 a part of entertainment offered at a fundraising event sponsored by the College and with prior approval from the Vice President of Administrative Services.
14. All goods and services intended for sale by any group utilizing the College must be reviewed and approved by the Vice President of Administrative Services.

DENIAL OF USE

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

1. Interferes or conflicts with College class schedules, programs, administration and services.
2. If the renter or participants engage in prohibited conduct 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. Can cause hazards or damage to College property
6. Creates undue stress on College resources
7. Is scheduled during an unforeseen emergency occurs.
8. Is deemed by the College that persons or property might be endangered and/or the event might in anyway 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 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 vacate the premises. No refunds will be issued.
12. If the events are not properly scheduled with the College under the guidelines stated in Facility Usage Guidelines and Procedures, Room Reservation Requirements section.

**For updates on school closures due to emergencies or weather, please call 253.680.7060. If the College is closed, the event will be canceled.*

DAMAGE AND/OR LOSS OF COLLEGE PROPERTY

The applicant agrees to exercise the utmost care in use of the premises and property of Bates Technical College. Applicants further agrees to reimburse the College for damages, loses 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. The Facilities and Operations staff are the only personnel allowed to move furniture on-campus.
5. 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.
6. 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 guest 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 current. The rental client or college client must provide a certificate of insurance prior to the event.
6. Some Event 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 and Safety Director can determine that a security officer must be assigned to supervise a meeting or activity if the event may need management due to the size of the group or nature of the event. Campus Public Safety does have the authority to require supervision as well.
4. 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 guest, whomever is first, enters the facility and continue until all guests have vacated the premises.
5. Campus Public Safety reserves the right to remove disruptive persons from the campus.
6. If you need 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 doors if not already unlocked for the reserved meeting or activity. The office will not open for a last minute or not approved activity.
- iii. While the college is not responsible for any nonperishable items left on the premises, items found will be sent to the lost and found located in the Campus Public Safety 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

They use of Bates Technical College logo, trademark or trade name by a non-college agency is not permitted without power authorization. The customer may not promote their event as a Bates Technical College sponsored event unless agreed upon in writing by the college in advance. In 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 and unless the direct sale of goods or services, or the rental of facilities to support such sales, are directly or subsequently 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 an approved by the College in advance.

1. Approval for the direct sale of any goods, services, or rental of the facility must be obtained from the Vice President of Administration, in advanced.
2. if outside vendors 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. Provisions of goods, services, or facilities on campus must represent a special convenience to and support for the campus community as well as support extracurricular, public service, and/or campus activities.
5. Fees charged for the goods, services, or facilities shall consider the full cost (indirect and direct) including college overhead costs. The price of items in the private marketplace shall be considered 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, services, 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, an OSHA standard. 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 client who have an approved meeting or activity period the temporary guest parking permit will be administered to guest by the client and the client can guess will display the parking permit on their car dashboards. The parking permits are only applicable in designated areas, as stated on the temporary parking pass. Temporary parking permit are not valid on Tacoma city streets.

OCCUPANCY GUIDELINES/FIRE HAZARDS

All occupancy and fire codes must always be followed in accordance with college, city and state fire and safety regulations. And any point Bates Technical College Campus Public Safety, Tacoma Police and/or Fire Department can observe any event taking place on the campus and take any actions necessary to implement the safety and wellbeing of all persons on campus.

1. The rental or college client must not obstruct any doors, entrances, or exit 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 and from meetings 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 Bates Technical College facilities.
6. Open flames are not permitted in any Bates Technical College facility. This includes enclosed votive, 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 FURNITURE SET-UP

Decorations are permitted if they comply with college guidelines. A minimum assessment of \$100 will be assessed for violations and decorations will be removed.

1. Furniture configurations will be discussed during the reservation portion of the application process. The requested configuration may not be able to be carried out if the configuration does not comply with ADA requirements, fire safety standards, or there is limited available staffing, etc.
2. Modifications to the agreed upon furniture configuration must be made 72 hours in advance of the meeting/event start date. Facilities and Operations staff will move the furniture to the updated configuration. College staff, students, or outside agency groups are prohibited from rearranging furniture.
3. Decorations are only permitted within the facilities designated in the Facilities Use Rental Contract.
4. All items being brought into the facilities for meetings or activities must be brought in on wheeled carts or hand trucks. If items can be carried in, this is acceptable too. No items will be dragged on floors in/out of the facilities.
5. Decorations in hallways, lobby areas and at any entrance/exit need to be approved by an authorized Bates Technical College Facilities representative prior to the event. This includes sandwich boards, directional signage, displays and posters in sign stands.
6. Pins, tacks, nails, or other puncturing devices are prohibited.
7. Scotch tape, masking tape, duct tape, and glue are not allowed on any surface, including, but not limited to fixtures, doors, walls, columns, light fixtures, or windows. All other adhesives must be approved.
8. Glitter is prohibited
9. Flyers or signs on walls, pillars, windows, and glass doors are not permitted.
10. Banners may be hung inside or outside the building with prior approval from Bates Technical College Facilities Manager.
11. Balloons are only permitted for outside use. Balloons must be tied down and removed after the event is completed.

CLEAN UP

1. The meeting or activity, including clean up, must be conducted by the end of the contracted time. If additional cleanup time is needed, the time will need to be represented and added to the rental contract.
2. All personal materials, equipment, for machines, 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 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 BEVERAGE

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.

1. Outside food and beverage may be served on campus in select areas with approval by an authorized Bates Technical College Facilities and Operations representative.
2. Food and beverage 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 rental client will be charged.
4. Alcoholic beverages may be consumed on campus per the "Alcohol Policy" portion of this document as noted below. The Bates Technical College Alcohol Policy and details from the Washington State Liquor Control Board are in this document.

ALCOHOL POLICY

1. Alcoholic beverages will be allowed only with prior approval from the college President period please apply for approval 3 weeks prior to the meeting or activity using the Alcohol Use Form.
2. Alcohol may be served only the persons over the age of 21 under the terms and conditions consistent with the applicable laws of Washington state.
3. A Washington state liquor permit 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 signed liquor permit will be given to the Office of the President and Space Planning Coordinator, at least 48 hours prior to the meeting or activity. The permit must be posted in a clearly visible space near the beverage serving area during the event.
5. Campus Public Safety must be present from the start of the event until the last guest leaves, if alcohol is served. Two-weeks' notice must be given for staffing that alcohol will be served.
6. The rental client will take responsibility for and hold Bates Technical College harmless from ALL liabilities arising from the serving and consumption of alcoholic beverages.
7. Bates Technical College students are prohibited from serving alcoholic beverages 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 or grocery store.
10. Kegs are not allowed.

NONDISCRIMINATION

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 Student Services at 253.680.7005, Downtown Campus A211. For employee matters, the Executive 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 Bates Technical College buildings, with the exemption of those used for assisting persons with disabilities or unless included as part of an agreed upon rental, as specified in the contract. Service animals must be wearing attire that informs others of their job.

FINAL NOTE

The use of facilities is granted with the express understanding and condition that such non-college organizations 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 uses. Additionally, due to unforeseen circumstances, the college reserves the right to cancel anytime. If the college is closed due to unforeseen circumstances such as inclement weather or emergencies, the event will be cancelled. To check the status of the college on the day of your event please call 253-680-7060.

By signing the request for Facilities Use Form, you have read and are going to follow the guidelines outlined within the [Facilities Usage Guidelines and Procedures](#) document. If you have specific questions about room amenities and AV capabilities, please contact the facilities rental office at 253.680.7145.