

7.300 Use of College Facilities for Outside Speakers, Performers, Groups, Individuals and Non-Credit Generating Instructional Programs

7.301 General Policy

An important aspect of higher education is the opportunity to listen to a wide variety of opinions on important public issues and to provide a wide variety of recreational and other enriching activities supplemental to the primary instructional mission of the college.

7.302 Policy Implementation

- 2.1 No speaker or performer will be barred from appearance on the campus of The Evergreen State College on account of nationality, race, color, sex, religion, political affiliation, or personal philosophy.
- 2.2 Any student, faculty, or staff organization is eligible to sponsor an event or the appearance of a speaker, lecturer, performer, or other individual or group from outside the college community, subject to compliance with local, state and federal laws.
- 2.3 No person who is not a member of the Evergreen community has an inherent right to speak on the campus unless he has been invited by a member or group of the faculty, staff, or student body. No person not a member of the Evergreen student body, faculty or staff has a right to demand that he be allowed to listen to an address of an invited speaker. In exceptional cases, the President may at his discretion limit the audience to members of the group who issued the invitation.

7.303 Scheduling Priority

- 3.1 Academic Buildings. Reservations for the use of facilities (i.e., buildings and equipment owned by the college) will be assigned on the following priorities; (a) The regular instruction^{al} and research programs of the college; (b) major college events; (c) college (students, faculty and staff) related events; (d) alumni related events; (e) non-college (outside organizations) related events (see section 7.307).

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3.2 College Activities Building. Student related events may occur in those areas not ~~specifically~~ designed for specific functions such as food service or bookstore.

3.3 ^{Use of Facilities}
^ The use of College premises and facilities by individual(s) or organizations for any purpose other than in connection with the College's regular education^{al} or research programs will be permitted if; (a) the individual(s) organization requesting the use of space is eligible to use it; (b) the space is available; (c) appropriate procedures are followed in order that the necessary arrangements can be made for setting up the space and to insure no conflicts arise in the use of the facilities requested.

7.304 Facilities Assignment and Scheduling Responsibility

4.1 Responsibility for assignment and scheduling of college facilities is as follows:

- a. Residence Halls - Office of Auxiliary Enterprises.
- b. Food Service Facilities - Office of Auxiliary Enterprises.
- c. College Activities Building:
 - (Rooms 108 and 110 - Office of Facilities;)
 - (All other rooms not specifically assigned (e.g., bookstore) - Office of Recreation and Campus Activities.
- d. College Recreation Building:
 - (Classroom and multipurpose room - Office of Facilities;
 - All other rooms - Office of Recreation and Campus Activities.
- e. All other buildings - Office of Facilities.
- f. Campus Land - Office of Recreation and Campus Activities and Office of Facilities; where necessary, the Environmental Committee.
- g. Equipment - unit to which it is assigned.

7.305 Scheduling Procedures

- 5.1 No application is necessary for a speaker or performer invited by a faculty or staff member to participate in the instructional or operational programs of the College, provided it would not be necessary to make special arrangements for facilities, and provided the appearance would not disrupt the normal operations of the College or interfere with the rights of others. If such events are to be open to the public, notice is to be advanced to the Office of Recreation and Campus Activities for entry on the master calendar.
- 5.2 Application to schedule an event other than as delimited in 7.305.1 is made through the Director of Recreation and Campus Activities. Facilities will be provided as available for any event which would not disrupt the normal operations of the College or interfere with the rights of others, in accordance with guidelines set forth in Business Policies and Procedures 7.200, ~~7.303, 7.304 and 7.305~~
- 5.3 Charges for facilities and required services may be made to the sponsoring applicant. When deemed advisable by the Director of College Activities, the sponsoring applicant may be asked to make an advance deposit, post a bond, and/or obtain insurance to protect the College against damage costs or other liability.
- 5.4 The sponsor of outside speakers, performers, other events and non-credit generating instructional programs shall be responsible to obtain written clearances if any recording of the presentation takes place. This shall include but not be limited to audio recording, video recording, photographic recording. The Office of Recreation and Campus Activities will provide necessary forms and serve as a depository for the clearance forms associated with this program.

7.306 Scheduling Non-Credit Generating Instructional Programs

- 6.1 The quality of non-credit generating instruction is an institutional concern and therefore its aegis is to be both accountable and locatable. The Office of Recreation and Campus Activities has that responsibility.
- 6.2 The Office of Recreation and Campus Activities will receive requests for and/or by general assessment of need and interest identify non-credit generating instructional programs from an interested party. That Office will receive applications and recommendations for or otherwise identify instructors to perform the required service. Candidates are to be screened by a review committee of faculty, students and staff competent to evaluate qualifications. Selection of instructors is to be made from the roster of qualified instructors.

7.307 Facilities Use by Off-Campus Organizations

- 7.1 Use of campus facilities by off-campus organizations ^{and} to be guided by *pertinent* sections ^{of 7.300} ~~7.301, 7.302, 7.303, 7.304 and 7.305 above and by section 7.307 and 7.309 below~~

- 7.2 ~~There must be a fraction of liability.~~

Permission to an organization for use of the facilities is granted under the express understanding and condition that such off-campus organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the College as to any loss or damage or claims arising out of such use.

7.308 Facilities Use for Commercial Purposes

- 8.1 The term "commercial purposes" shall mean the exchange, sale, or purchase of goods, productions, or property of any kind or of personal services or entertainment, when as the result of such activities, profit accrues to one or more individuals or companies, whether or not such individuals or companies are constituted entirely of members of the Evergreen community.

The term "for profit" shall mean monetary gain as an intent of the activity, whether or not the activity is in fact profitable. For recognized non-profit organizations (e.g., "Eye-5") these terms do not apply.

This next section requires input from Winkley + Clabough + Matricano? The incomplete statements indicate some of the areas needing articulation

8.2 Application for the use of campus facilities for commercial purposes is made through the Office of the _____

8.3 Commercial activity is permitted, without charge when conducted by the following:

- a. Instructional programs (e.g., bake sales)
- b. Recognized campus activity groups (e.g., arts co-op)
- c.
- d.
- e. Publishers and manufacturers who bring to the attention of faculty/staff/ students books, equipment and facilities which aid and abet the instructional ^{operational} program

8.4 Commercial activity other than identified in 7.308.3, when approved, shall be charged for the use of facilities at a rate commensurate with (rates of comparable facilities in Thurston County?--a flat fee?--prorated by???) Such revenue accrues to the College (Local Revenue Fund and is reverted at the end of the biennium to the State General Fund?--goes into Winkley's pocket?)

7.309 Facilities Use for Conferences, Workshops, Meetings

9.1 Conferences, workshops, and meetings initiated and/or sponsored by on-campus

programs, staff or organizations will be guided by the other pertinent sections of 7.300. Charges which normally obtain for use of facilities, will be assessed against the conference, or otherwise arranged in advance.

- ? 9.2 Conferences, workshops and meetings initiated by or sponsored by off-campus persons or organizations shall be subject to facilities rental arrangements as described in 7.308.4.