

University of Washington

Guidelines on Use of UW Tacoma Campus Facilities

Background

The Board of Regents for the University of Washington has full control of the University, including control over the use of University of Washington facilities [RCW 28B.20.130(1)]. The Board has delegated authority for the use of University facilities to the President. [See WAC 478-136-015(1)] In turn, the President created the Committee on the Use of University Facilities (Central UUF Committee) and had enacted an Administrative Regulation, WAC 478-136, which provides that the Central UUF shall (1) provide proper review of the use of university facilities; (2) establish within the framework of WAC 478-136 guidelines and procedures governing such use; (3) approve or disapprove requested uses; and (4) establish policies regarding fees and rental schedules where appropriate. [WAC 478-136-015(2)]

The Central UUF Committee has approved the Guidelines set forth below for the use of University facilities by the UW Tacoma campus. These Guidelines entirely track the rules set forth in WAC 478-136. In addition, through the use of italicized language, they interpret the rules with respect to circumstances that are unique to the Tacoma campus where such interpretation is warranted. In the event of a conflict between WAC 478-136 and these Guidelines, WAC 478-136 shall take precedence.

The Chancellor of UW Tacoma has created, and the Central UUF Committee has approved, the establishment of a UW Tacoma UUF Implementation Committee. That Committee, whose members will be appointed by the Chancellor of UW Tacoma, will (1) provide for proper review of the use of UW Tacoma facilities; (2) make recommendations to the Central UUF regarding its establishment, within the framework of WAC 478-136, of guidelines and procedures governing the use UW Tacoma campus facilities; (3) consistent with the University policies and the Central UUF Guidelines herein, approve or disapprove requested uses of UW Tacoma campus facilities; and (4) consistent with University policies and the Central UUF Guidelines herein, establish the actual fees and rental schedules for UW Tacoma facilities.

The Chancellor will appoint one member of the UW Tacoma UUF Implementation Committee to be the Secretary of the Committee. This Committee Secretary will serve as a member of the Central UUF Committee.

UW Tacoma UUF Guidelines

1. General Policy Considerations

WAC 478-136-010 — Use of University Facilities — General policy

The University of Washington is an educational institution provided and maintained by the people of the state in order to carry out its broad mission of teaching, research and public service. The purpose of this policy is to ensure that all facilities operated by the university are reserved primarily for educational use including, but not limited to, instruction, research, public assembly, student activities and recreational activities related to educational use. Further, each facility may be used for a variety of activities, so long as the primary function the facility was intended to serve is protected. Reasonable time, place and manner restrictions may be placed on the use of university facilities.

2. Important Definitions

WAC 478-136-012 — Definitions

(1) "Facilities" includes all structures, grounds, parking lots, waterfront, and airspace owned or operated by the University of Washington. Specific rules also apply to parking lots, bicycle and skateboard use (chapter [478-116](#) WAC), boat moorage facilities (chapter [478-138](#) WAC and *University Handbook*, Volume 4, Part VII, Chapter 3, Section 2), residence halls (chapter [478-156](#) WAC), airspace use (*University Handbook*, Volume 4, Part VII, Chapter 3, Section 5), non-university speakers on campus (*University Handbook*, Volume 4, Part VII, Chapter 3, Section 4), and use of facilities by the Associated Students University of Washington (ASUW), Graduate and Professional Student Senate (GPSS), and other affected organizations (*University Handbook*, Volume 3, Part III, Chapter 5).

Tacoma: These guidelines do not apply to UW Tacoma campus space leased by the University of Washington to individuals and businesses for non-University of Washington activities.

(2) "Use of facilities" includes, but is not limited to: The holding of events, the posting and removal of signs, all forms of advertising, commercial activities, and charitable solicitation.

(3) "Approved event" means a use of university facilities which has received preliminary approval from an academic or administrative unit and which has received final approval from the committee on the use of university facilities.

Tacoma: The Central UUF Committee delegates to the UW Tacoma UUF Implementation Committee responsibility for final approval with respect to the use of UW Tacoma facilities, provided that the UW Tacoma UUF Implementation Committee shall consult with the Central UUF Committee on requests that are novel or likely to be controversial.

3. Responsibilities

WAC 478-136-015 — Administrative Responsibilities

(1) The Board of Regents has delegated to the president of the university the authority to regulate the use of university facilities.

(2) Under this authority, the president has appointed the Committee on the Use of University Facilities: To provide for proper review of the use of university facilities; to establish within the framework of this policy guidelines and procedures governing such use; to approve or disapprove requested uses; and to establish policies regarding fees and rental schedules where appropriate. Inquiries concerning the use of university facilities may be directed to:

University of Washington
Secretary of the Committee on the Use of University Facilities
239M Gerberding Hall
Box 351241
Seattle, WA 98195-1241
(or phone: 206-543-9233).

Tacoma: Inquires concerning the use of UW Tacoma facilities should be directed to:

*University of Washington Tacoma
Secretary of the Use of University Facilities Implementation Committee
1900 Commerce St.
Box 358430
Tacoma, WA 98402-3100
(or phone: 253-692-5646)*

Tacoma: All requests for the use of UW Tacoma facilities must follow procedures established by the UW Tacoma UUF Implementation Committee. These procedures shall be approved by the Central UUF and will include the completion of appropriate forms and adherence to deadlines for submission. These procedures may be amended from time to time by the Implementation Committee with approval by the Central UUF. They are available online at <http://www.tacoma.washington.edu/uuf/requests/>.

Tacoma: The Secretary of the UUF Implementation Committee will approve or disapprove of requests. The Implementation Committee will meet on a monthly basis to discuss those requests which the Secretary, in his or her discretion, believes raises questions or ambiguities regarding compliance with University policy or these Guidelines.

Tacoma: The UUF Implementation Committee assists in the coordination of institutional support for the approved use of facilities. This assistance is generally accomplished through the authorization of regular meetings of representatives from several institutional offices—Facilities, Media Services, Safety, Student Affairs, Conference Services and ASUWT—that consider and plan for the logistical needs of approved events.

(3) Preliminary approval of an event by an academic or administrative unit of the university implies that a responsible official has applied his or her professional judgment to the content of the program, the qualifications of the individuals conducting the event, the manner of presentation, and has concluded that the event is consistent with the teaching, research, and/or public service mission of the university.

Tacoma: For UW Tacoma Facilities, preliminary approval also implies that the responsible official has concluded that the event is consistent with the following conditions:

- *Compliance with the limitations in these Guidelines;*
- *General facilities policies of the University of Washington;*
- *Direct and indirect costs to the institution;*
- *Environmental, health and safety concerns;*
- *Consideration for wear and tear on the facility;*
- *Appropriateness of the event to the specific facility;*
- *Impact of the event on the campus, surrounding neighbors and the general public.*

Tacoma: Those providing preliminary approval for the use of UW Tacoma facilities are responsible for:

- *Making the organization aware of UW Tacoma facility usage rules and regulations and informing them that they are responsible for damages to the facilities;*

- *Coordinating with individual university offices (e.g. Media Services, Facilities, Safety and Security) if special circumstances apply to the event, such as weekend hours, room/furniture set-up, special staffing or media requirements, etc. These special circumstances should also be noted in the UUF forms;*
- *Submitting and monitoring the UUF forms;*
- *Acting as the contact for UW Tacoma regarding all matters both pre- and post-event;*
- *Being present or having a designated contact person at the event.*

(4) Final approval of a facilities use request by the committee on the use of university facilities implies that the committee has reviewed the proposed event with regard to: The general facilities policy; the direct and indirect costs to the institution; environmental, health and safety concerns; wear and tear on the facilities; appropriateness of the event to the specific facility; and the impact of the event on the campus community, surrounding neighborhoods and the general public.

Tacoma: The Central UUF Committee delegates to the UW Tacoma UUF Implementation Committee responsibility for final approval with respect to the use of UW Tacoma facilities, provided that the UW Tacoma UUF Implementation Committee shall consult with the Central UUF Committee on requests that are novel or likely to be controversial. The implications set out above attach to final approval of a facilities use request by the UUF Implementation Committee.

(5) The university will not make its facilities or services available to organizations which do not assure the university that they will comply with the terms of the Americans with Disabilities Act (ADA, 42 U.S.C. 12132, 12182) and the Rehabilitation Act of 1973 (RA, 29 U.S.C. 794). Uses must not impose restrictions nor alter facilities in a manner which would violate the ADA or RA.

(6) The university will not make its facilities or services available to organizations which do not assure the university that they do not discriminate against any person because of race, color, religion, national origin, sex, sexual orientation, age, handicap, or status as a Vietnam era or disabled veteran, except where such organizations have been exempted from provisions of applicable state or federal laws or regulations.

(7) Individuals who violate the university's use of facilities regulations and approved users who violate university contract terms for use of facilities may be advised of the specific nature of the violation and, if continued, individuals may be requested to leave university property or be refused future use of university facilities. Failure to comply with a request to leave university property could subject such individuals to arrest and criminal prosecution under provisions of applicable state, county, and city laws.

4. Conditions of Use of UW Tacoma Facilities

WAC 478-136-025 — Users

(1) Faculty, staff, registered or official student organizations may use university facilities to hold events for faculty, staff and students provided such uses comply with this general policy on use of university facilities and specific facilities use policies of individual university units. These events do not, however, require either preliminary approval by an academic or administrative unit or final approval by the committee on the use of university facilities.

*Tacoma: For UW Tacoma facilities, all room reservations must be made through the UW Tacoma room reservations procedures which can be found at:
<http://www.tacoma.washington.edu/uuf/process.cfm>*

Tacoma: For UW Tacoma facilities, prior approval is required for an event from the director of an academic or administrative unit when one or more of the following circumstances exist:

- *Event will require special area/room configuration, furnishings, equipment, equipment operators, or other support services;*
- *Event is proposed to be held in a Computer Lab, Computer Classroom, or Distance Learning Classroom;*
- *Event is proposed to be held in the Carwein Auditorium, oUWTpost, the Longshoremen's Hall or other large UW Tacoma auditoriums;*
- *Event is proposed to be held, in whole or in part, outside of normal business hours or on a weekend or holiday;*
- *Event will charge a fee to those participating in the event;*
- *Event is for the purpose of fund raising;*
- *Event will include serving of food and/or beverages;*
- *Event is for charitable solicitation (excluding the annual Combined Fund Drive, events sponsored by the UW Tacoma Office of Advancement, and intra-university events sponsored by registered student organizations (RSO's) that have been approved through the UUF process.*

(2) Faculty, staff, registered or official student organizations may use university facilities to hold events to which the general public is invited when the event has preliminary approval by an academic or administrative unit and final approval of the committee on the use of university facilities.

Tacoma: The Central UUF Committee delegates to the UW Tacoma UUF Implementation Committee responsibility for final approval with respect to UW Tacoma facilities, provided that the UW Tacoma UUF Implementation Committee shall consult with the Central UUF Committee on requests that are novel or likely to be controversial.

Tacoma: Those providing preliminary approval for the use of UW Tacoma facilities are responsible for:

- *Making the organization aware of UW Tacoma facility usage rules and regulations and informing them that they are responsible for damages to the facilities;*
- *Coordinating with individual university offices (e.g. Media Services, Facilities, Safety and Security) if special circumstances apply to the event, such as weekend hours, room/furniture set-up, special staffing or media requirements, etc. These special circumstances should also be noted in the UUF forms;*
- *Submitting and monitoring the UUF forms;*
- *Acting as the contact for UW Tacoma regarding all matters both pre- and post-event;*
- *Being present or having a designated contact person at the event.*

Tacoma: Rental and/or other facilities/equipment use fees will be charged when the approved use involves:

- A non-UW Tacoma organization or individual;
- A fee charged to those attending or participating in the event;
- Fund raising (excluding the annual Combined Fund Drive, events sponsored by the UW Tacoma Office of Advancement, and intra-university events sponsored by RSO's that have been approved through the UUF process);
- Promotion of a non-UW Tacoma organization or activity;
- Special services and/or equipment required for the event.

Those providing preliminary approval for the use of UW Tacoma facilities have the option of asking the Office of Conference Services (<http://www.tacoma.washington.edu/conference/index.html>) to assist in facilitating an event.

(3) Non-university organizations and individuals may use university facilities to hold events which have received preliminary approval by a university academic or administrative unit and final approval by the committee on the use of university facilities. The general public may be invited to such events.

Tacoma: The Central UUF Committee delegates to the UW Tacoma UUF Implementation Committee responsibility for final approval with respect to UW Tacoma facilities, provided that the UW Tacoma UUF Implementation Committee shall consult with the Central UUF Committee on requests that are novel or likely to be controversial.

Tacoma: Non-university organizations and individuals wishing to use UW Tacoma facilities must contact the Office of Conference Services (<http://www.tacoma.washington.edu/conference/index.html>). Rental and/or facilities/equipment use fees will be charged with approved use.

5. Limits on the Use of UW Tacoma Facilities

WAC 478-136-030 — Limitations on use

(1) Freedom of expression is a highly valued and indispensable quality of university life. However, university facilities may not be used in ways which obstruct or disrupt university operations, the freedom of movement, or any other lawful activities. Additionally, use of university facilities may be subject to reasonable time, place and manner restrictions.

(2) University facilities may be used for events and forums regarding ballot propositions and/or candidates who have filed for public office so long as the event has received preliminary approval by an administrative or academic unit and final approval by the committee on the use of university facilities. There are, however, certain limitations on the use of university facilities for these political activities.

(a) First priority for the use of campus facilities shall be given to regularly scheduled university activities.

(b) University facilities may be used for political purposes such as events and forums regarding ballot propositions and/or candidates who have filed for public office only when the full rental cost of the facility is paid. However, use of state funds for payment of facility rental costs is prohibited.

(c) Forums or debates may be scheduled at full facility rental rates if all parties to a ballot proposition election or all candidates who have filed for office for a given position, regardless of party

affiliation, are given equal access to the use of facilities within a reasonable time.

(d) No person shall solicit contributions on university property for political uses, except in instances where this limitation conflicts with applicable federal law regarding interference with the mails.

(e) Public areas outside university buildings may be used for political purposes such as events and forums regarding ballot propositions and/or candidates who have filed for public office, excluding solicitation of funds, provided the other normal business of the university is not disrupted and entrances to and exits from buildings are not blocked.

(f) University facilities or services may not be used to establish or maintain offices or headquarters for political candidates or partisan political causes.

(3) University facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless such activities serve an educational purpose, as determined by the committee on the use of university facilities.

Tacoma: The Central UUF Committee delegates to the UW Tacoma UUF Implementation Committee responsibility for final approval with respect to the use of UW Tacoma facilities, provided that the UW Tacoma UUF Implementation Committee shall consult with the Central UUF Committee on requests that are novel or likely to be controversial.

(4) Nothing in these rules is intended to alter or affect the regular advertising, promotional, or underwriting activities carried on, by, or in the regular university media or publications. Policies concerning advertising, promotional or underwriting activities included in these media or publications are under the jurisdiction of and must be approved by their respective management or, where applicable, advisory committees, in accordance with applicable state and federal laws.

(5) In accordance with WAC [478-136-010](#), the university will make its facilities available only for purposes related to the educational mission of the university, as determined by the committee on the use of university facilities, including but not limited to instruction, research, public assembly, and student activities. When permission is granted to use university facilities for approved instructional or related purposes, as a condition of approval, the user of university facilities agrees to include in all materials non-endorsement statements in the form approved by the committee on the use of university facilities. "Materials" includes all communications, advertisement, and any other printed, electronic, or broadcast/telecast information related to the user's activities offered in university facilities. The committee will determine the content, size of print and placement of the non-endorsement language. The university will not make its facilities available for instructional or related purposes that compete with courses or programs offered by the university.

Tacoma: The Central UUF Committee delegates to the UW Tacoma UUF Implementation Committee responsibility for final approval with respect to the use of UW Tacoma facilities, provided that the UW Tacoma UUF Implementation Committee shall consult with the Central UUF Committee on requests that are novel or likely to be controversial.

Tacoma: Non-university users or event attendees are not permitted the use of university equipment unless prior approval has been given by appropriate officials of the university or an advanced agreement prior for use has been made. This includes, but is not limited to, the use of:

- *University telephones;*
- *Computers/printers;*
- *Fax machines;*
- *Copy Center services/or copy machines;*
- *Other university equipment;*
- *Facilities or areas not requested and approved;*
- *Secretarial services;*
- *Errand running/messaging.*

Tacoma: Authorized users may be permitted to serve food and/or beverages in conjunction with events held in UW Tacoma facilities. Currently there are no campus food services or catering facilities. Limitations regarding food service are:

- *Food may not be cooked on-site for public consumption;*
- *Only licensed caterers may be hired to bring and/or serve food for events. The Office of Conference Services (<http://www.tacoma.washington.edu/conference/index.html>) can assist with recommendations and assistance.*

(6) Solicitation, or distribution of handbills, pamphlets and similar materials by anyone, whether a member of the university community or of the general public, is not permitted in those areas of campus to which access by the public is restricted or where such solicitation or distribution would significantly impinge upon the primary business being conducted.

Tacoma: The UUF Implementation Committee has posted those areas where solicitations can occur without permission and/or where handbills, pamphlets and similar materials can be distributed without permission on the following website:

<http://tacoma.washington.edu/chancellor/uuf/resources.html>.

Solicitation or distribution of handbills, pamphlets and similar material in all other areas of the UW Tacoma Campus is prohibited.

Tacoma: Posting of Materials:

- *Posters, flyers, advertisements and announcements for student events:*
 - *Must be posted on easels or designated posting/bulletin board;*
 - *Must evidence advance permission from the Student Life Office by the display of the office stamp and approval date;*
 - *Must be removed by the party placing article after event or expiration of posting;*
- *Posters, flyers, advertisements and announcements for non-student events:*
 - *Must be posted on easels, sandwich boards, or designated posting/bulletin board;*
 - *Must evidence advance permission from the appropriate academic or administrative office by the display of the department stamp and approval date;*
 - *Must be removed by the party placing article after event or expiration of posting;*

- *Posters, flyers, advertisements, announcements and temporary directional signs may not be taped or tacked on campus walls, wood trim, doors, classroom windows, painted or soundproof surfaces;*
- *Authorized temporary directional and informational signs are permitted on door windows (unless door is completely glass), plastic door plackets, easels, sandwich boards and freestanding signs;*
- *Campus Safety Officers and/or Facilities Staff have authority to remove signs in violation of UW Tacoma posting policy and to remove old signs from past events.*

(7) Solicitation and distribution of materials in university residence halls are governed by residence hall policies. No solicitation of a commercial nature is permitted in university residence halls. Commercial advertising may be allowed, and is restricted to certain designated areas of each residence hall, when it is related to the university's mission and approved by the department of housing and food services.

(8) Electronic amplification on the grounds of the campus is prohibited with the following exceptions:

(a) The lawn area immediately west of the Husky Union Building will be available for open-air speaking events using directional and volume-controlled speech amplification equipment provided by the university. Use of the Husky Union Building lawn site will be available to registered or official student organizations and faculty or staff groups on a first-come, first-served basis. The amplification system will be issued upon presentation of a currently valid student, faculty or staff identification card at the Husky Union Building Reservation Office.

(b) The committee on the use of university facilities may grant permission, under special circumstances, for the use of other amplification equipment on the lawn site west of the Husky Union Building or in other outdoor locations. Permission should be requested through:

University of Washington
 Secretary to the Committee on the Use of University Facilities
 239M Gerberding Hall
 Box 351241
 Seattle, WA 98195-1241
 (or phone: 206-543-9233 sufficiently in advance of the program to allow timely consideration)

Tacoma: Electronic amplification will generally be allowed on the UW Tacoma campus only in the oUWTpost and Longshoreman's Hall. It may be considered for other venues but, in all cases, only under special circumstances and with the advance approval by the UW Tacoma UUF Implementation Committee.

(9)(a) No person may use university facilities to camp, except if permission to do so has been granted in accordance with the provisions of chapters [478-116](#) and [478-136](#) WAC or except as provided in (b) of this subsection. "Camp" means to remain overnight, to erect a tent or other shelter, or to use sleeping equipment, a vehicle, or a trailer camper, for the purpose of or in such ways as will permit remaining overnight. Violators are subject to arrest and criminal prosecution under applicable state, county and city laws.

Tacoma: The Central UUF Committee delegates to the UW Tacoma Chancellor responsibility for final approval the use of UW Tacoma facilities to camp. WAC 478-116 does not apply to the UW Tacoma campus.

(b) This provision does not prohibit use of the university residence facilities in accordance with chapter [478-156](#) WAC or the use of facilities where the employee remains overnight to fulfill the responsibilities of his or her position or where a student remains overnight to fulfill the requirements of his or her course of study.

(10) Within the limits of applicable laws, the University of Washington is committed to establishing and maintaining safe conditions for persons attending football games in Husky Stadium or other athletic events or concerts in campus facilities. Accordingly, the rules enumerated below will apply to all such events and be strictly enforced.

(a) The possession or consumption of alcoholic beverages or illegal drugs is prohibited, except for alcohol allowed under a permit or license obtained under subsection (13) of this section. In addition to having the beverages or drugs confiscated, violators may be subject to university disciplinary action and/or legal proceedings, and removal from the events.

(b) Air horns, glass bottles, cans, picnic baskets, bota bags, ice chests, and thermoses (in excess of two-quart capacity) are prohibited. Individuals possessing such will not be admitted to, or will be removed from, Husky Stadium or other athletic or concert facilities until the items have been stored temporarily at locations provided for that purpose or disposed of in some other manner.

(c) Except for designated outdoor smoking sites, as provided in WAC [478-136-035](#), smoking is prohibited in all portions of all athletic stadia, including, but not limited to, the seating areas, public concourses, and enclosed and covered spaces.

(d) All persons entering events in Husky Stadium or other athletic venues or events in other campus auditoria or facilities shall be subject to having all containers, bags, backpacks, coolers, or similar items visually inspected. Security personnel shall first ask permission to visually inspect the item and advise the person that he/she may refuse. Persons who refuse to allow inspection shall be allowed to return the item to a vehicle or otherwise dispose of it, after which admission shall be allowed. Persons who refuse the visual inspection and refuse to dispose of the item shall be denied entry.

(11) Only public service announcements and acknowledgment of sponsors will be allowed on scoreboards at athletic venues.

(a) For purposes of this section, a public service announcement is defined as an announcement which promotes the activities or services of federal, state or local governments, including the University of Washington, or nonprofit organizations, or generally contributes to the community's welfare and interests.

(b) In acknowledgment of their sponsorship of the scoreboards or sponsorship of events and programs, sponsors may propose public service announcements for display on the scoreboard during athletic events. The public service announcement may be accompanied by a sponsor's name or logo, but in keeping with university policy may not directly promote the products or services of the company. The text and graphics of public service announcements must be submitted at least three days

in advance to the department of intercollegiate athletics for approval by the university.

(c) In addition to these public service announcements, sponsors also may be acknowledged by the display of corporate logos, trademarks, or other approved messages upon panels located on the scoreboard.

(12) Alcoholic beverages may be possessed, sold, served, and consumed at university facilities only if the procedures set forth in this section are followed.

Tacoma: The procedures set forth in this section, as well as UW Tacoma campus procedures, must be followed. See

http://www.tacoma.washington.edu/policies_procedures/Alcohol_Procedures_for_Serving_on_Campus.doc

(a) The appropriate permits/licenses for possession, sale, service, and consumption of alcohol must be obtained from the Washington state liquor control board.

(b) Permits/licenses must be displayed during the event and all other guidelines and restrictions established by the Washington state liquor control board must be followed.

(c) Alcoholic beverages may be possessed, sold, served, and consumed at the faculty center, as so designated by the university board of regents to the Washington state liquor control board, pursuant to a spirits, beer, and wine private club license issued by the Washington state liquor control board.

(d) Alcoholic beverages may be possessed, sold, served, and consumed at university facilities leased to a commercial tenant under a lease that includes authorization for the tenant to apply and hold a license issued by the Washington state liquor control board.

(e) Except as provided in (c) and (d) of this subsection, alcoholic beverages may be possessed, sold, served, and consumed at university facilities only under permits/licenses issued by the Washington state liquor control board and only as follows:

(i) Events at which alcohol is to be sold must be approved by the committee on the use of university facilities and an application to the committee must be accompanied by a request for written authorization under (f) of this subsection or proof that the seller holds an appropriate license; and

Tacoma: The Central UUF Committee delegates to the UW Tacoma Chancellor responsibility for authorization of events on the UW Tacoma Campus where alcohol is to be sold. The form for requesting this authorization can be found online at:

http://www.tacoma.washington.edu/policies_procedures/Application_to_Apply_for_a_Banquet_Permit.pdf.

(ii) Events at athletic venues at which alcohol is to be possessed, sold, served, or consumed must not be within the spectator viewing areas and must have restricted attendance, and a university unit, or an individual or organization applying for a permit/license must have obtained approval under (f) of this subsection; and

(iii) A university unit, or an individual or organization applying for a permit/license must have obtained approval under (f) of this subsection; and

(iv) Sale, service, and consumption of alcohol is to be confined to specified room(s) or area(s) specified on the license or permit. Unopened containers may not be sold or served. No alcohol is permitted to be taken off-premises.

(f) Written authorization to apply for a special occasion license to sell alcoholic beverages or a banquet permit to serve and consume alcoholic beverages at university facilities must be obtained from the committee on the use of university facilities prior to applying for a special occasion license or banquet permit from the Washington state liquor control board. Authorization should be requested through the University of Washington, secretary to the committee on the use of university facilities, sufficiently in advance of the program to allow timely consideration. (Note: Some license applications must be filed with the Washington state liquor control board at least thirty days or more before the event.) Written authorization to apply for such a permit/license shall accompany the application filed with the Washington state liquor control board.

Tacoma: The Central UUF Committee delegates to the UW Tacoma Chancellor responsibility for approval of events on the UW Tacoma Campus where alcohol is to be sold. As such, the written authorization required by this section must be obtained from the UW Tacoma Chancellor by filling out the appropriate application which can be found at the following link:
http://www.tacoma.washington.edu/policies_procedures/Application_to_Apply_for_a_Banquet_Permit.pdf.

(g) Consumption, possession, dispensation, or sale of alcohol is prohibited except for persons of legal age.

5. No Smoking

WAC 478-136-035 – No smoking policy for university facilities.

(1) The University of Washington is committed to maintaining a safe and healthful work and educational environment for all faculty, staff, students, and visitors. Accordingly, the University of Washington establishes the following no smoking policy, consistent with chapter 70.160 RCW (I-901), to protect individuals from exposure to second-hand smoke in their university-associated environments and to protect life and property against fire hazards.

(a) Except as provided in subsection (1) (b) and (c) of this section, smoking of all kinds is prohibited in all university facilities, including, but not limited to, vehicles, inside all buildings owned, occupied, or managed by the university and/or used by the university's faculty, staff, students, or visitors, and at any outside areas or locations, including, but not limited to, bus shelters, benches, and walkways.

(b) Smoking, while not permitted in on-campus residence halls, may be permitted in a limited portion of designated university student housing in accordance with smoking regulations established for those facilities by the vice-provost for student life.

(c) Smoking may be permitted in specific designated outdoor locations approved by the director of environmental health and safety as smoking areas in accordance with chapter 70.160 RCW and published on the environmental health and safety web site. Signage also identifies the designated

locations.

(2) Violations of the university No Smoking Policy are subject to enforcement by the University of Washington police department or other jurisdictional law enforcement agencies with regulatory responsibility. In addition, any student, staff, or faculty member who violates the university no smoking policy may be subject to disciplinary action.

Tacoma: Violations of the University of Washington No Smoking policy taking place on the UW Tacoma Campus are also subject to enforcement by UW Tacoma Campus Safety.

6. Safety and Liability Rules

478-136-060 – Safety and liability.

(1) It is the responsibility of any person or organization requesting the use of university facilities to comply with all applicable university policies, procedures, rules and regulations, and applicable local, state and federal laws, including but not limited to fire, health and safety regulations.

(2) Permission to a non-university organization or to a registered student organization for the use of university facilities is granted with the express understanding and condition that such organization assumes full responsibility for any loss, damage or claims arising out of such use.

When the event involves physical activity, the sale of alcohol, or otherwise will increase the risk of bodily injury above the level inherent in the facilities to be used, proof of appropriate liability insurance coverage with limits of at least \$1,000,000 per occurrence must be provided to the university's office of risk management before approval for the requested use will be granted.