

WAC 504-35-022 Process for requesting use of facilities for other than first amendment activities. (1) Requests for short-term use of university facilities must be submitted to the approving authority for that facility or to the campus's designated process for routing such requests to the approving authority. A list of approving authorities for short-term uses of identified university facilities is available on each campus's website and on the WSU system risk management website.

(2) An approving authority may deny any request if they determine it is incompatible or interferes with university activities or operations, violates any of the limitations set forth in WAC 504-35-030, or if the requestor is unwilling to comply with university requirements for the use of facilities, as authorized by these rules.

(3) The approving authority must email the university's office of compliance and risk management at compliance.risk@wsu.edu at least 14 days in advance (30 days advance notice is recommended when possible), with a copy to the applicable campus safety department or police department, prior to granting a use request for any of the following scenarios:

(a) Is open to the general public or nonuniversity participants for which 100 or more attendees are anticipated;

(b) Involves amplified sound outdoors (see WAC 504-35-030(9));

(c) Involves serving alcohol;

(d) Involves minors;

(e) Involves airspace above a university location, except for drones and other unmanned aircraft systems (UAS), which are subject to the university's UAS policy (BPPM 50.37);

(f) Involves interaction with animals or where animals are in close proximity, except for trained service animals or service animal trainees (see WAC 504-36-020);

(g) Requires coordination with nonuniversity law enforcement, or for which campus safety or campus police recommend additional review; and

(h) Involves inherently hazardous activities, potential property damage, or for which the approving authority determines that additional risk assessment or review is warranted.

Compliance and risk management may impose conditions on the facility use and/or refer the request to the risk management advisory group (or applicable subcommittee) for review.

(4) Requests for charitable use must follow the approval process in university executive policy 45, section 3.2 (see also WAC 504-35-050).

(5) Requests for long-term use of university facilities must be directed to the executive vice president for finance and administration, the university president, or designee.

[Statutory Authority: RCW 28B.30.150. WSR 25-07-030, s 504-35-022, filed 3/11/25, effective 4/11/25; WSR 08-24-026, § 504-35-022, filed 11/24/08, effective 12/25/08.]