

CCS Administrative Procedure

6.10.02-A Facility Use Fee and Waiver

Implementing Board Policy [6.10.02](#)

Contact: Grants & Contracts Manager, 434-5185

1.0 Facility Use Rental and Waiver Objective and Responsibilities (summary of Board of Trustees Policy 6.10.02)

Community Colleges of Spokane, recognizing its responsibility as a public institution promoting the public interest within the communities we serve, will provide use of district facilities over and above scheduled educational use to faculty, staff, students and community groups/individuals, provided that such use is in keeping with the best interests of the district and the public interest.

- 1.1 Facility use under this procedure applies to short-term use and is not to be confused with rental or lease arrangements. Use is subject to all federal and state laws, rules and policies of the Board of Trustees, and consistent with applicable administrative procedures and use fee schedules.
- 1.2 All district facilities are subject to the use fee schedule established under this procedure, without exception. Use fee schedules will include related labor costs.
- 1.3 Consistent with public interest, CCS will establish and maintain a two-tier fee schedule, as follows:
 - 1.3.1 Basic Fee: applies to for-profit, political or religious organizations or sponsored/supported events. Such organizations will be charged full fee and labor cost recovery
 - 1.3.2 Community Service Fee: applies to non-profit and public service organizations or sponsored/supported events. Such organizations will be charged a discounted fee, as established by this procedure, but still will pay full labor cost recovery.
 - 1.3.3 Determination of which fee schedule applies to what organization is the sole responsibility of the Chancellor, or his/her designee.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Appointing Authority: the lawful authority under WAC 357-01-025, Board Policy 2.10.01 and Administrative Procedure 2.10.01-A to make appointments of eligible persons to CCS positions and execute specified agreements.
- 2.2 Basic Fee Use: facility use that does not promote, in an obvious or discernible way as determined by responsible district officials, the public interest.
- 2.3 Community Service: facility use promoting the public interest.
- 2.4 Labor Cost: the full cost, including wage/benefit/overhead costs, for labor necessary to set up, supervise, clean up, break down, provide security and/or any other related personnel expense incurred as a result of a facility use event.
- 2.5 Facility Use: the use of CCS buildings, structures, grounds or property for a non-district sponsored event.
- 2.6 Public Interest: for the advantage or benefit of the community and its inhabitants.

3.0 Fee Reduction/Waiver

The appointing authority may consider and approve a request for facility use fee reduction or waiver based on the following:

- 3.1 **Eligible fees:** waiver and fee reduction apply only to facility rental/use fees and do not apply to labor costs, which will be charged at full cost recovery without exception.
- 3.2 **Waiver/reduction criteria:** the following criteria should be considered prior to the appointing authority approving a fee reduction/waiver:
 - 3.2.1 The organization or event qualifies for the CCS community service use fee.
 - 3.2.2 The organization or event does not charge a participant fee.
 - 3.2.3 The event relates in some way to the district's or college/unit's mission.
 - 3.2.4 The event has a direct educational or professional development benefit to district students and/or faculty/staff.
 - 3.2.5 The event has more than incidental CCS student/faculty/staff participation.
- 3.3 Washington state agencies and institutions of higher education are eligible for the facility rental/use fees waiver.

4.0 Facility Use Fee Structure

The fee structure for facility use is established and maintained by the Chief Financial Officer and is incorporated by reference to this administrative procedure. [CCS Facilities Rental Rate Schedules](#)

5.0 Facility Use Contract and Waiver/Reduction Request Form

In order to assist the appointing authority to determine whether a fee reduction or waiver is appropriate, a [College Facility Use Waiver/Reduction](#) form is available and is incorporated by reference to this administrative procedure.

6.0 College/Unit Implementing Protocols

A college/unit may have an internal protocol implementing, but not modifying this administrative procedure. For internal auditing purposes such protocols require the approval of the Chief Financial Officer before implementation. Each college/unit will assign a responsible administrator under this procedure.

7.0 Related Information

- 7.1 [CCS Facilities Rental Rate Schedules](#)
- 7.2 College Facility Use Waiver/Reduction form, [CCS 2154](#)