

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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### FACILITY USE CHARGES

8.2

REV 06/04

Finance and Administration

425.352.5235

### OVERVIEW

UWB receives funding from the state only for the teaching component of its mission (including essential maintenance and support services). This funding does not provide for direct (e.g., staff time for set-up or installing/operating equipment) or indirect (e.g., staff time for consulting or coordination; wear and tear of furnishings) costs associated with using UWB facilities for any other purpose. In addition, an article of the state constitution specifically states: “The credit of the state shall not, in any manner be given or loaned to, or in aid of, any individual, association, company or corporation.”

### POLICY

1. Rental and other facility/equipment use fees must be assessed by UWB in order to make its facilities or equipment available for any use other than the following:
  - a. Academic instruction that generates student FTE credit for UWB.
  - b. Performance of research.
  - c. Academic, administrative or student meetings necessary to run the institution.
  - d. Guest speakers, lecturers and artists invited to speak at UWB, including presentations to which the general public may be invited, when the facility or classroom requested for use can be used “as is” (i.e., no special room/area configuration, furnishings, equipment, equipment operator, or other services are required).
2. Rental and other facility/equipment use fees must also be assessed when one or more of the following circumstances are applicable to any requested use of facilities:
  - a. The authorized user is a non-university organization or individual.
  - b. A fee, other than tuition or a mandatory fee collected as a part of tuition, will be charged to those participating in the event (whether by UWB or by any other university or non-university organization).
  - c. The purpose of the event is fund raising.
  - d. The purpose of the event is to promote a non-university organization, a commercial activity, or a charitable solicitation (excluding the annual University sponsored Combined Fund

- Drive).
3. Fees that will be assessed when applicable under this policy include:
    - a. Rental. Use of a UWB facility or classroom.
    - b. Other Support. Staff time and materials required for any unique services provided by UWB. Examples (not all-inclusive) are: set-up for special room configuration or furnishing requirements; arrangements for serving of food and/or beverages or post-serving clean-up; special electrical, staging or transportation requirements; and safety/security requirements.
    - c. Cancellation. Cancellations made later than 3 working days prior to a scheduled event will be charged 10% of the room rental fee plus all unique costs incurred by UWB in preparing for the event.
    - d. Damage Deposits. As determined by the UWB Building and Facilities Use Committee, damage deposits may be required from non-university organizations or individuals prior to conduct of an approved event.
  4. Except for cancellations, when the authorized user is staff, faculty, or a registered or official student organization, fees assessed will only be to recover costs incurred by UWB (both direct and indirect). For non-university users, fees more reflective of market rates for use of comparable facilities or equipment will be assessed, but in no case will the fees be less than costs incurred by UWB.

#### **PROCEDURE(S)**

University departments will be charged facility use fees via a CTI. Non-university organizations will be invoiced with payment due upon receipt of invoice.

#### **ADDITIONAL INFORMATION**