

**Chapter 504-35 WAC**  
**FACILITY USE RULES FOR OTHER THAN FIRST AMENDMENT/FREE SPEECH ACTIVITIES**

**Last Update:** 3/11/25

**WAC**

504-35-005	Title.
504-35-010	Use of university facilities—General policy and purpose.
504-35-015	First amendment/free speech activities not covered.
504-35-020	Definitions and powers.
504-35-022	Process for requesting use of facilities for other than first amendment activities.
504-35-024	Facility use agreement, insurance, and other conditions.
504-35-026	Facility rental/use fees.
504-35-030	Limitations on use.
504-35-050	Commercial or charitable use.
504-35-070	Outdoor dances, concerts, carnivals and fairs.
504-35-080	Parades.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

504-35-150	Administrative control—Trespass. [Statutory Authority: RCW 28B.30.150. WSR 08-24-026, § 504-35-150, filed 11/24/08, effective 12/25/08.] Repealed by WSR 25-07-030, filed 3/11/25, effective 4/11/25. Statutory Authority: RCW 28B.30.150.
------------	--

**WAC 504-35-005 Title.** This chapter is known as Washington State University facility use rules for other than first amendment/free speech activities.

[Statutory Authority: RCW 28B.30.150. WSR 08-24-026, § 504-35-005, filed 11/24/08, effective 12/25/08.]

**WAC 504-35-010 Use of university facilities—General policy and purpose.** Washington State University is an educational institution provided and maintained by the people of the state of Washington to carry out its broad missions of education, scholarship, and outreach. As a state agency, the university is under no obligation to make its public facilities available to the community for private purposes, and the university generally reserves its facilities, buildings, and grounds for its mission-related activities.

The university may make its facilities available at a reasonable cost for a variety of uses under the conditions set forth in these regulations if such general uses substantially relate to, and do not interfere with, university missions. RCW 42.52.160 prohibits university employees from allowing private use of university facilities for nonuniversity purposes, except in very limited circumstances. Therefore, when outside use is permitted, the university imposes costs and fees in accordance with WAC 504-35-026 unless a specific exemption applies (e.g., WAC 504-35-050(3)).

The purpose of these regulations is to establish procedures and reasonable controls for:

(1) The use of university facilities by individuals, entities, and groups that are not related to or affiliated with the university; and

(2) The use of university facilities for nonuniversity purposes.

These regulations do not apply to university use of university facilities for educational, scholarship, outreach, or other university purposes.

In reviewing conflicting requests to use university facilities, primary consideration is given to activities specifically related to the university's mission. Additionally, no use is allowed that may in-

terfere with, or operate to the detriment of, the university's own education, scholarship, or outreach programs, or university operations. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to ensure the proper maintenance of the facilities.

[Statutory Authority: RCW 28B.30.150. WSR 25-07-030, s 504-35-010, filed 3/11/25, effective 4/11/25; WSR 08-24-026, § 504-35-010, filed 11/24/08, effective 12/25/08.]

**WAC 504-35-015 First amendment/free speech activities not covered.** Use of university facilities for first amendment/free speech activities is governed by the rules set forth in chapter 504-33 WAC. This chapter does not apply to those individuals or groups seeking to use university facilities for first amendment activities.

[Statutory Authority: RCW 28B.30.150. WSR 25-07-030, s 504-35-015, filed 3/11/25, effective 4/11/25; WSR 08-24-026, § 504-35-015, filed 11/24/08, effective 12/25/08.]

**WAC 504-35-020 Definitions and powers.** (1) "Affiliated entities" or "university affiliates" means those entities (including those entities' officers, agents, and employees acting on behalf of the affiliate) that have formal relationship agreements (e.g., affiliation agreements or operating agreements) with the university. Affiliated entities include, but are not limited to, the university foundation and the university alumni association, the office of the attorney general, and the United States Department of Agriculture—Agricultural Research Service.

(2) "Approving authority" means a university employee or committee with authority to review, approve, or deny individual requests for use of facilities.

(a) Each university campus maintains a list of the approving authorities for those facilities that are most frequently used on a short-term basis by individuals and groups. That list is available on each campus's website and on the WSU system risk management website.

(b) Only university employees with signature authority delegated to them by the university president may sign facility use agreements.

(c) The approving authority for all long-term uses of facilities is the executive vice president for finance and administration, the university president, or designee.

(3) A "ballot proposition" means any measure, initiative, recall, or referendum proposition proposed to be submitted to the voters of the state or of any municipal corporation, political subdivision, or other voting constituency from the time that proposition has been filed with the appropriate election officer of the constituency.

(4) A "candidate forum" means a forum where all registered candidates for a potential elected seat are invited to speak regarding their candidacy and position on issues.

(5) "First amendment activities" include, but are not limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments, and/or other types of constitu-

tionally protected assemblies to share information, perspectives, or viewpoints.

(6) An "issue forum" means a forum where supporters and opponents of a ballot proposition are invited to speak on their positions regarding the ballot proposition.

(7) "Limited public forum areas" means those areas of each campus that the university has chosen to be open as places for expressive activities protected by the first amendment ("first amendment activities"), subject to reasonable time, place, or manner restrictions. The use of limited public forum areas for first amendment activities is governed by chapter 504-33 WAC. The provisions of this chapter govern the use of limited public forum areas for nonfirst amendment activities, such as student sponsored concerts or dances. Limited public forum areas are identified in WAC 504-33-015.

(8) "Long-term use" means the use of a university facility for a period of longer than five consecutive business days in any 30 calendar-day period or the use of a university facility for a period that exceeds 10 days in any 30 calendar-day period.

(9) A "measure" means any question or proposition submitted to voters.

(10) "Nonuniversity group," for the purposes of this policy, means a collection of individuals that is neither a university affiliate, a registered student organization, nor a recognized employee group. The term also includes the individual members of these groups when acting on behalf of the group, and individuals who are not currently enrolled students, current university employees, or employees of a university affiliate.

(11) "Registered student organization" means a student group or association that has officially signed up with the university pursuant to WAC 504-28-010.

(12) "Short-term use" means a use of a university facility on a daily or hourly basis, not to exceed five consecutive calendar days, or 10 calendar days in any 30 calendar-day period. Approving authorities may enter agreements authorizing sporadic use of facilities under their control for periods of up to one year, if:

(a) The agreement is signed by a university employee with signature authority;

(b) The agreement uses the template approved by the WSU system office of finance and administration for such agreements; and

(c) The authorized use does not exceed 10 days in any 30 calendar-day period.

(13) "University group," for purposes of this policy, means a registered student organization or a recognized employee group (an employee group created to further professional development of its members or the mission of the university) of the university and also encompasses the individual members of these groups when acting on behalf of the group. The term "also" includes individuals who are currently enrolled students or current employees.

(14) "University facilities" means all buildings and grounds owned or controlled by the university, including all campuses and locations, and the streets, sidewalks, malls, parking lots, and roadways within the boundaries of property owned or controlled by the university.

(15) "Use of facilities" includes, but is not limited to, the holding of any event or forum, the posting of signs, all forms of advertising, commercial solicitation or the conduct of other commercial activities, the distribution of pamphlets or similar written materi-

als, and the charitable solicitation or the conduct of other charitable activities on or using university facilities.

[Statutory Authority: RCW 28B.30.150. WSR 25-07-030, s 504-35-020, filed 3/11/25, effective 4/11/25; WSR 08-24-026, § 504-35-020, filed 11/24/08, effective 12/25/08.]

**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](mailto: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.]

**WAC 504-35-024 Facility use agreement, insurance, and other conditions.** (1) No university facilities may be used by individuals or groups unless the facilities, including buildings, equipment, and land, have been reserved and a written facility use agreement is executed by the requestor and the university.

(2) The university may require an individual or organization to make an advance deposit, post a bond and/or obtain insurance to protect the university against cost or other liability as a condition to allowing use of any university facility.

(3) When the university grants permission to an individual or organization to use its facilities it is with the understanding and on the condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the university against any loss or damage claim arising out of such use.

(4) The university and/or government authorities may specify fire, safety, sanitation, and special regulations for the use or event. It is the responsibility of the user to obey those regulations, as well as to comply with other applicable university policies, procedures, rules, regulations, and state, local, and federal laws.

(5) When the university grants permission to an individual or organization to use its facilities, it is with the understanding and on the condition that the individual or organization is responsible to clean the facility and leave it in its original condition at the conclusion of its use or event. The facility may be subject to inspection by a representative of the university after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary cleanup or for the repair of damaged property.

[Statutory Authority: RCW 28B.30.150. WSR 25-07-030, s 504-35-024, filed 3/11/25, effective 4/11/25; WSR 08-24-026, § 504-35-024, filed 11/24/08, effective 12/25/08.]

**WAC 504-35-026 Facility rental/use fees.** (1) The university assesses fees based upon the actual costs, direct and indirect (including, but not limited to, overhead and university staff time), of using a university facility. Fees for the short-term use of most facilities are set forth on a schedule maintained by the approving authority for that facility. The university reserves the right to make changes to fees without prior written notice, except that such fee changes do not apply to facility use agreements already approved by the university. Approving authorities may not waive or reduce established fees.

(2) In the event that the fee for the use of a particular facility has not been placed on a schedule, and if the university determines to allow the use of the facility, the university assesses a fee based upon the full cost, direct and indirect, of using the facility.

(3) Fees for the long-term use of facilities are individually negotiated between the requestor and the office of finance and administration, with the fee charged reflecting the full costs of the use, as offset by any resulting university benefit.

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

**WAC 504-35-030 Limitations on use.** The following limitations apply to all uses of any university facilities:

(1) University facilities may not be used in ways which obstruct vehicular, bicycle, pedestrian, or other traffic or otherwise interfere with ingress or egress to the university, any university building or facility, or that obstruct or disrupt educational activities or other lawful activities on university grounds, university-controlled facilities, or at university sponsored events.

(2) University facilities may not be used in ways that interfere with educational, scholarship, or outreach activities inside or outside any university building or otherwise prevent the university from fulfilling its missions and achieving its primary purposes.

(3) University facilities may not be used for the purpose of campaigning regarding a ballot proposition or by, for, or against candidates who have filed for public office, except that:

(a) University departments, student government organizations, or registered student organizations may sponsor candidate forums as well as issue forums regarding ballot propositions;

(b) Candidates for office and proponents or opponents of ballot propositions may rent university facilities on a short-term basis for campaign purposes to the same extent and on the same basis as may other individuals or groups;

(c) Candidates for office and proponents or opponents of ballot propositions may use the limited public forum areas using the procedures of chapter 504-33 WAC to the same extent and on the same basis as may other individuals or groups; and

(d) A registered student organization may invite a candidate or another political speaker to one of the meetings of its membership on university property, if it has complied with the scheduling procedures of WAC 504-35-024.

(4) University facilities may not be used in ways that create safety hazards or pose unreasonable safety risks to students, employees, or invitees.

(5) University facilities may not be used for commercial purposes, including: Advertising, commercial solicitation, sales, or other activities to promote a product, except as allowed under WAC 504-35-050.

(6) University facilities may not be used in furtherance of or in connection with illegal activity.

(7) University facilities may not be used in such manner as to create a hazard or result in damage to university facilities.

(8) University facilities may not be used where such use would create undue stress on university resources (e.g., a request for a major event may be denied if another major event is already scheduled for the same time period, because of demands for parking, security coverage, etc.); except that the use of limited public forum areas for a first amendment activity may not be halted simply because the event may require additional university security or police costs.

(9) Advance permission by the approving authority is required to use audio amplifying equipment. Use of audio amplifying equipment is permitted only in locations and at times that do not interfere with the normal conduct of university affairs.

(10) Alcoholic beverages may be served only as allowed under university policies. It is the responsibility of the event sponsor to obtain all necessary licenses from the Washington state liquor control board and adhere to their regulations, as well as all local ordinances, university rules, and regulations.

(11) No person may erect a tent or other shelter on university facilities or remain overnight on university facilities, including in a vehicle, trailer, tent, or other shelter, with the following exceptions:

(a) The use and occupancy of university housing in accordance with chapter 504-24 WAC;

(b) The use of facilities by a university employee or agent who remains overnight to fulfill the responsibilities of their position;

(c) The use of facilities by a university student who remains overnight to fulfill the responsibilities of their course of study;

(d) The use of facilities where overnight stays are specifically permitted in identified locations for attendees at special events designated by the university, such as staying in the RV lots during home football games, commencement, and special weekends.

(12) Signs and posters and visual displays may be placed only at those locations authorized under, and in accordance with the restrictions of WAC 504-34-140.

(13) Handbills, leaflets, pamphlets, flyers, and similar materials may be distributed only in accordance with WAC 504-34-140.

(14) Animals are not allowed in or on university facilities, except in accordance with WAC 504-36-020.

(15) Smoking and tobacco use are not allowed in or on university facilities.

(16) Mopeds, ebikes, electric scooters, Segways, skateboards, roller skates, roller blades, bicycles, and similar personal transportation devices may be used on campus only as allowed by chapters 504-13, 504-14, 504-15, and 504-19 WAC.

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

**WAC 504-35-050 Commercial or charitable use.** (1) University facilities may not be used for private or commercial gain including, but not limited to: Commercial advertising; solicitation and merchandising of any food, goods, wares, service, or merchandise of any nature whatsoever; or any other form of sales or promotional activity; except that commercial activity is allowable:

(a) If part of an approved corporate sponsorship or promotion in which an agreement, lease, or other formal arrangement is entered into between the university and the person, corporation, or other entity desiring to engage in commercial activity;

(b) To the extent it represents the regular advertising, promotional, or sponsorship activities carried on, by, or in any university media, *The Daily Evergreen* or other campus newspaper, or at NCAA athletic events;

(c) In designated areas of each residence hall when related to the university's mission and approved by the university president or designee; and

(d) If the campus's or WSU university system's purchasing office has authorized vendor representatives to solicit university departments, colleges, or business units, and where those representatives have appropriate university identification.

(2) University facilities may not be used by faculty or staff in connection with compensated outside service, with the following exceptions:

(a) Faculty or staff may use university facilities that are generally available to the public on the same basis, including payment of the same fees, as may other private citizens; and

(b) Faculty may make private use of facilities to encourage basic and applied research and to engage in outside scholarship activities, in accordance with the provisions of the university executive policy 45 adopted pursuant to RCW 42.52.220 and 42.52.360 (or, for technology transfer activities, in accordance with the university's executive policy 27).

(3) University facilities may not be used to benefit a charitable organization, with the following exceptions:

(a) Charitable activities that have been approved by the chief compliance and risk officer, university president, or designee, in accordance with the university executive policy 45. The university may require a facility use agreement, lease, or other agreement between the university and the charitable organization or individual desiring to engage in the charitable activity, in addition to other conditions; and

(b) Student government organizations, registered student organizations, and university units that have followed university policies and procedures to conduct fund-raising or charitable activities and have adhered to all scheduling requirements and other university policies.

[Statutory Authority: RCW 28B.30.150. WSR 25-07-030, s 504-35-050, filed 3/11/25, effective 4/11/25; WSR 08-24-026, § 504-35-050, filed 11/24/08, effective 12/25/08.]

**WAC 504-35-070 Outdoor dances, concerts, carnivals and fairs.**

Street dances, outdoor concerts, carnivals, or fairs may be held at approved locations when sponsored by student governments or registered student organizations on days and at times approved by the office delegated oversight responsibility for student government organizations and registered student organizations on each campus. Such office emails the university's office of compliance and risk management at [compliance.risk@wsu.edu](mailto:compliance.risk@wsu.edu) at least 14 days in advance (30 days advance notice is recommended when possible).

[Statutory Authority: RCW 28B.30.150. WSR 25-07-030, s 504-35-070, filed 3/11/25, effective 4/11/25; WSR 08-24-026, § 504-35-070, filed 11/24/08, effective 12/25/08.]

**WAC 504-35-080 Parades.**

Permits for parades on university streets and roads on the Pullman campus may be obtained upon approval of the university chief of police. Permits for parades on university streets and roads at the Everett, Spokane, Tri-Cities, and Vancouver campuses may be obtained upon the approval of the person identified by the specific campus, as set forth on the list of approving authorities available on each campus's website. Notification of the university's office of compliance and risk management is required in accordance with WAC 504-35-022.

Parades must be scheduled so as not to interfere with rush-hour traffic or with university events or activities.



[Statutory Authority: RCW 28B.30.150. WSR 25-07-030, s 504-35-080, filed 3/11/25, effective 4/11/25; WSR 08-24-026, § 504-35-080, filed 11/24/08, effective 12/25/08.]