Conference Services

Application to Request Accommodation for an Activity on College Premises

The contents of this application packet are excerpted from the Tacoma Community College Use of College Facilities policy – Chapter 132V-135WAC. Potential applicants are encouraged to review this policy at http://www.tacomacc.edu/abouttcc/policies/. The following are the sections that apply to posting and distributing materials on campus.

Tacoma Community College is an educational institution provided and maintained by the people of the state of Washington. College premises are reserved primarily for educational use including, but not limited to, instruction, research, public assembly of college groups, student activities, and other activities related to the educational mission of the college. The public character of the college does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the college's premises are dedicated. Accordingly, the college is a designated limited public forum opened for the express purposes recited herein and further subject to the time, place, and manner limitations and restrictions set forth in this chapter. It is the policy of Tacoma Community College to support the educational goals of all students regardless of race, creed, color, religion, national origin, sex, age, marital status, sexual orientation, disability, or status as a disabled veteran. The college is committed to protecting the rights and dignity of each individual in the campus community and so will not tolerate discrimination of any kind, at any level.

College policies for requesting accommodations for an activity

Individuals or groups requesting accommodations on Tacoma Community College premises, which includes all land, buildings, facilities, and other property in the possession of, owned, controlled, or leased/rented by the college, must adhere to the following policies and procedures upon approval of the request. Subject to the regulations and requirements of this policy, non-college groups may use college premises for expressive activities between the hours of 7:00 a.m. and 10:00 p.m. and no longer than eight hours from beginning to end. College groups may use college premises as approved by the Vice-President of Student Services or designee. Provisions of this section apply to both college and non-college groups. However, unscheduled events by college groups may be permitted so long as the event does not interfere with any other function of the college.

1) College groups are required to request accommodation for an activity a minimum of twenty-four hours in advance of an event.
2) Non-college groups are required to request accommodation a minimum of three business days in advance of an event.
3) All expressive activities will be held in a location the college has designated as a limited public forum area.
4) All areas impacted by expressive activities will be cleaned up and left in their original condition and may be subject to inspection by a representative of the college after the event. Reasonable charges may be assessed against
the sponsoring organization or individual for the costs of extraordinary cleanup or for the repair of damaged property.

6) There will be no overnight camping on college premises. Camping is defined to include sleeping, cooking, storing personal belongings, personal habitation, or the erection of tents or other shelters or structures used for the purposes of personal habitation.

7) Posting and displaying signage, banners, posters, etc., will adhere to established college policy.

8) Sound amplification shall not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity. The college will determine the time, place, and manner of sound amplification devices.

9) All fire, safety, sanitation, or special regulations specified for the event will be obeyed in accordance with applicable regulations such as the Tacoma Community College security and fire safety report. The college will not allow utility connections, water hookups, or sanitation systems for purposes of expressive activities conducted pursuant to this policy.

10) The activity will not be conducted in such a manner as to obstruct vehicular, bicycle, pedestrian, or other traffic to include interference with ingress or egress to college premises or to college activities or events. The activity will not create safety hazards or pose unreasonable safety risks to college students, employees, or invitees of the college.

11) The activity will not interfere with educational activities inside or outside any college premises or otherwise prevent the college from fulfilling its mission and achieving its primary purpose of providing an education to its students. The event will not materially infringe on the rights and privileges of college students, employees, or invitees to the college.

12) College premises will not be used for commercial sales, solicitations, advertising, or promotional activities, unless:

   (a) Such activities serve educational purposes of the college; and
   (b) Such activities are under the sponsorship of a college department or office, college administration, or ASTCC constitutionally recognized student club.

13) The activity will also be conducted in accordance with any other applicable college policies and regulations, college or local ordinances, and state or federal laws.

**Posting of a bond and hold harmless statement.** When using college premises, an individual or organization may be required to post a bond and/or obtain insurance to protect the college against cost or other liability in accordance with established college policy. When the college grants permission to a college group or non-college group to use its premises, it is with the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage.

**Consequences for violation of provisions of this chapter.**

1) Non-college groups who violate provisions of this chapter will be advised of the specific nature of the violation and, if they persist in the violation, will be requested by the college president or designee to leave the college premises. Such a request will be deemed to withdraw the license or privilege to enter onto or remain upon any portion of the college premises of the person or group of persons requested to leave, and subject such individuals to
arrest under the provisions of chapter 9A.52 RCW or municipal ordinance. Remaining on or reentering campus premises after one's license or privilege to be on college premises has been revoked will constitute trespass, and such individuals will be subject to arrest for criminal trespass. (2) Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or department for action in accordance with established college policies.

Campus and non-campus individuals and groups must carry a valid photo ID and a copy of the attached application with the appropriate approvals by the Vice President of Student Services or designee while on campus. Failure to comply with the policies or procedures as outlined will result in possible denial of your request or removal from TCC premises.
Application procedures
Please provide the requested information with a copy of the materials that will be used to promote your event or activity. Incomplete or missing information will delay the processing of this request. This application and required attachments must be submitted to the Student Life and Activities Office in Building 11, 48 hours prior to the requested activity date. Tacoma Community College has the right to limit the number of times a request can be submitted, the location, and date(s) of the requested activity.

Name of individual, group, entity, or organization sponsoring the request:

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<th>Address:</th>
<th>State:</th>
<th>Zip code:</th>
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<tbody>
<tr>
<td>City:</td>
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Telephone number:

Name of responsible party:

Business License #:

Address:

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<tr>
<th>City:</th>
<th>State:</th>
<th>Zip code:</th>
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Telephone number:

Requested date(s) for facilities use:

Time frame requested:

Requested location:

Estimated number of people attending:

The nature and purpose of the activity (*Requestor must attach a copy of any advertisement materials to this application.)

Sound amplification shall not disrupt or disturb the normal use of classrooms, offices or laboratories or any previously scheduled college event or activity. The college will determine the time, place, and manner of sound amplification devices.

Requested tables, chairs, or equipment:

Signature of responsible party:

Date:

*Please note. College premises will not be used for commercial sales, solicitations, advertising, or promotional activities, unless: (a) such activities serve educational purposes of the college; and (b) such activities are under the sponsorship of a college department or office, college administration, or ASTCC constitutionally recognized student club. (WAC132V-135-030(1).

Office use only

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<th>Request approved ____</th>
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<td>Request denied ____</td>
<td>Date:</td>
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Approved dates:  Approved time:

Location:

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