



Event Planning Guide and Procedures

This guide describes procedures for scheduling and planning events to be hosted on the Washington State University Vancouver (WSU Vancouver) campus.

The Events Office provides support to event planners and oversees campus scheduling services required for hosting events and programs that serve the campus community and external organizations.

The Events Office manages a portfolio of campus venues that include the following:

- Firstenburg Student Commons
- Life Sciences Building lobby and patio
- Dengerink Administration Building, Rooms 110 and 129
- General-use classrooms and computer labs
- Outdoor spaces and tabling

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
INTRODUCTION	4
SCHEDULING	4
Definition of “Event”	4
Reservations Required	4
Additional Reservation Considerations:	5
Event Planners	5
Event classifications.....	6
Misrepresentation	7
EVENT PLANNING.....	7
Academic classes and related activities	7
Campaign events	7
Food service.....	8
Catering	8
Bake sales	9
Potlucks	9
Cooking on campus	9
Alcohol service.....	9
Event setup and decoration	11
Meeting room technology.....	11
Additional furniture and equipment.....	11
Additional building hours requests.....	12
FEES	12
Resources and labor fees	12
Cancellation procedures	13
Campus closures / Emergency Cancellations	13
Late changes.....	13
CONTRACTS AND INSURANCE	13
Facility Use and Speaker Agreements.....	13
Special Event Insurance	14

SAFETY, SECURITY and RISK ASSESSMENT	14
When Safety Review is Required	14
Safety Meetings	14
Risk Assessments	15
Assumption of Risk and Release of Liability Form.....	15
ADDITIONAL INFORMATION	15
Noise amplification	15
Film, photography and videography	15
Marketing and Communication	16
Accessibility Council	16
Animals on campus.....	16
Lost and found procedure	16
Raffles and prizes.....	16
WAC, BPPM and EP	17
Ticketing procedures	17
Firearms and weapons.....	17
Campaign events	18
Poster and literature distributing guidelines	18
Use of university facility policy.....	18
Protection and safety of minors.....	19
Incident reports and investigating accidents	19
Appendix A: Alcohol Procedures	20
Appendix B: Risk Assessment Tool	22
Appendix C: Contracting Overview for WSU Groups.....	24
Appendix D: Event Pricing Guide	28
Appendix E: Contact Information	29
Appendix F: Outdoor Food Service.....	30
Appendix G: Sound Amplification Protocol.....	32
Appendix H: Facilities Use Contracts for Non-WSU Renters	35

INTRODUCTION

WSU Vancouver is committed to the safety, health, and well-being of its students, employees, guests, and property. This guide outlines procedures that support the university's educational mission, strategic goals, and the safe, orderly operation of events on campus.

The Events Manager, under the authority of the Vice Chancellor for Finance, Operations and Enrollment, may approve, deny, or impose conditions on the use of event spaces managed by the Events Office.

SCHEDULING

Definition of “Event”

An “event” is a gathering or space use on campus hosted by a recognized WSU department, student organization, or approved external group. Events typically take place in spaces managed by the Events Office and may involve guest speakers, performers, catering, audiovisual support, parking needs, or other logistical arrangements.

An event is not an academic class or activity related to the class where attendance is required. Academic classes and related activities are scheduled by the Registrar's office. An event is also not a meeting that is held in a departmentally controlled conference room.

Reservations Required

Requests for use of a facility in the Event's Office venue portfolio must be made via 25Live (internal users) or the Guest Event Request Form (external users) and must meet the following requirements and processing times:

Internal Events:

- 15 business days are required to book:
 - Firstenburg Student Commons
 - Life Sciences Building lobby and patio
 - Large outdoor spaces
 - Dengerink Administration Building, Rooms 110 and 129
- 5 business days are required to book:
 - General-use classrooms
 - Computer labs
 - Tabling locations

External Events:

External events require signed contracts and take additional time to prepare, please allow at least 20 days for bookings but more time may be required for complex events.

Additional Reservation Considerations:

High-risk events—such as those involving large attendance, alcohol, public promotion, cooking, or outdoor spaces—may require additional review time and steps. Events that are open to the public or include alcohol must be pre-approved by the Vice Chancellor for Finance, Operations and Enrollment. Contact the Events Office early to ensure adequate time for approvals and planning. See the Safety, Security and Risk Assessment section for more information.

The Events Office will make every effort to accommodate last-minute requests, such as those responding to local, national, and/or world issues, incidents or situations. However, these requests must be reviewed in relation to events that are already planned, staffing schedules and capacity to assess risk if applicable.

Event space is not confirmed until the Events Office issues an official confirmation with a reservation number. Submitting a request does not guarantee approval. Requests are processed on a first-come, first-served basis.

Scheduling rooms for academic classes takes priority over other facility requests. Therefore, most requests for facilities in the Event's Office venue portfolio are not confirmed until the 10th day of each semester (e.g. census day). An exception is made for Firstenburg Student Commons, outdoor spaces, and the Life Sciences Building lobby and patio.

Conference rooms are managed by individual departments, not the Events Office. To reserve one, [contact the appropriate departmental staff](#). If your meeting includes external participants, submit a 25Live request and note in the comments that departmental approval has been obtained.

Event Planners

Event Planners are defined as our community members, internally or externally, requesting to reserve WSU Vancouver facilities. Event Planners fall into three distinct groups, each with different privileges and expectations:

- **Students**
 - **Office of Student Involvement-recognized student organizations** are groups officially recognized by OSI as having met the formal requirements for a student organization. **OSI-recognized student organizations** (including ASWSUV) may reserve one general-use classroom or computer lab per week at no charge if there is no set up requested. Additional room requests will be billed at the internal rate. Labor or equipment fees may

still apply. All student organization events must be approved by an OSI advisor and charged to a current program code.

- **Students not affiliated with an OSI student organization** may request to use space on campus, however they are limited to no cost spaces unless they can find a OSI student organization or WSU department to sponsor them.
- **WSU departments** are staff and faculty who are members of an officially recognized administrative or academic unit, or represent a WSU committee, council or other group type. Recognized WSU departments must have a current budget number to which all event-related expenses will be charged. Budget numbers can be obtained by checking with the Event Planner's supervisor and/or departmental staff. Contact the Events Office if this is not feasible.
- **External clients** are any individuals or organizations that are not recognized as OSI student organizations or WSU departments. They must pay full rental rates for both WSU Vancouver campus facilities and equipment and are **required to sign a Facility Use Agreement** before using any campus space. This also includes nonprofit organizations.

All WSU Vancouver students, staff and faculty who plan to host events are required to attend/complete training developed by the Events Office to ensure compliance with university, county and state regulations, and to ensure safe and successful events from conception to completion. Training may be held in person and/or delivered via a module in Percipio.

Event classifications

An event classification may be internal, partnership or external based on the level of WSU involvement and funding. These classifications determine rental rates and eligibility.

Internal events are those that are organized by a WSU department or OSI student group and meet the following criteria:

- The event is fully funded by a WSU department or OSI-recognized student group via program code or foundation account. OSI student groups require advisor approval.
- The WSU department or OSI student group is responsible for all aspects of the event planning process, which includes attending pre-event meetings and being on site throughout the duration of the event.
- The event is free to attendees, or revenue generated from the event (i.e., from vendors or admission) is fully allocated to a WSU program code.
- The event is not co-hosted or co-sponsored with a non-WSU organization.

Partnership events are co-sponsored or co-hosted between a WSU department or OSI-recognized student group and an external entity. Partnership events are charged

internal facility rental rates therefore the WSU department or student group must pay 100% of the rental fee, which cannot be passed to event attendees or funded by an external entity. In order for a reservation to be classified as a partnership event, one of the following criteria must be met:

- A WSU department or OSI-recognized student group is a sponsor.
- WSU has a contract or agreement with the non-WSU organization to collaborate on work or other projects within the university.

External events are those that do not meet the criteria for internal or partnership events. External events are charged higher facility rental rates so that WSU is not seen as undercutting the local event venue market. With proof of 501(c)(3) status, nonprofit agencies may be eligible for a 10% discount on facility rates.

Misrepresentation

OSI student organizations and WSU departments may not reserve space for non-WSU organizations for the purpose of securing lower rental rates. The organization or individual(s) named on the reservation are the event planner(s) and remain solely responsible for communicating, initiating, planning, implementing, attending and financing the event in coordination with the Events Office. OSI student organizations and WSU departments may apply for the partnership events classification. If approved, the partnership classification would result in reduced room-rental fees if certain criteria are met (see above).

Space reserved by an organization or individual must be used for the sole intended purpose described on the 25Live Event Form or Guest Event Space Request Form. The Events Office reserves the right to evaluate and make the final determination of all appropriate fees and rates applied to event requests. Misrepresentation or violation of the conditions outlined herein will result in the Event Planner being charged the higher rate structure and in the suspension of reservation privileges for the individual(s) and/or organization for whom the event was originally intended.

EVENT PLANNING

Academic classes and related activities

An academic class is defined as any class that has been issued a WSU course subject and reference number. Academic classes and activities related to the class, or where attendance is required for academic classes, will not be charged a facility-rental fee but may incur charges to cover the costs of additional resources (such as tables or canopies) or labor (such as custodial or set up/take down). If an academic class or related activity incurs an unforeseen cost, the Events Office will reach out to the requestor to discuss before sending the bill.

Campaign events

Under WAC 504-35-030(3), university facilities cannot be used for campaigning related to ballot propositions or for or against candidates who have filed for public office, with some exceptions. University departments, student government organizations, and

registered student organizations may sponsor candidate or issue forums. Candidates and groups supporting or opposing ballot propositions may rent university facilities or use designated public forum areas following specific procedures. Additionally, registered student organizations can invite political speakers to their meetings on campus if they follow the appropriate scheduling rules.

Food service

Food can enhance events, but all service must comply with Clark County and state health regulations. Event Planners are responsible for ensuring safety, hygiene, and proper permitting.

Private vs. Public Events

- **Private events** include those promoted only to specific invitees (e.g., orientation, department receptions, OSI club events promoted via eBoards or Cougar Presence). These **do not** require county food permits.
- **Public events** are broadly advertised to the general public. These **do** require a **Clark County Temporary Food Service Permit**, submitted at least 14 days in advance.
Contact the Events Office with questions about classification before contacting the Health Department.

Catering

- Caterers must hold a [valid Clark County Health Permit](#) (or obtain one if based elsewhere).
- Anyone handling food must carry a [valid food handler card](#) (WAC 246-217).
- All food must follow [safe time/temperature controls, hygiene practices, and storage rules](#).
- WSU Vancouver does not have on-site catering and does not endorse specific providers.

Catering may be inspected by WSU Environmental Health & Safety or Events Office staff. Failure to follow food safety rules may result in:

- **1st violation:** Mandatory training (via Percipio)
- **2nd violation:** Ban on serving prepared food for the rest of the academic semester
- **Critical violation:** Immediate ban for the rest of the academic year (Packaged snacks like chips or cookies are still allowed.)

Vendors and Food Carts

Food cart vendors must adhere to county and state guidelines.

- Food vendors must have a **Mobile Food Unit or Food Establishment Permit** from Clark County.
- A **Short-Term Facility Use Contract** is required for on-campus food sales.

- The sponsoring group is responsible for collecting permits and submitting them to the Events Office.

Bake sales

Bake sales must be approved in advance and meet all of the following:

- Goods must be fully baked and not require refrigeration
- Items must be **individually wrapped**
- A visible sign must list ingredients and state:
"These goods were not prepared in a Health Department-inspected kitchen."

Potlucks

OSI-recognized student organizations and WSU departments may host potlucks **only if** the event is **not open to the public** and is promoted only to invited guests or members of the organization. Potlucks are meant for internal groups and are not subject to public food service permitting.

It is recommended that information be provided about the ingredients used for each dish.

Cooking on campus

Events planning to cook food must get pre-approval from the Events Office. Approval is generally given for outdoor events. Contact the Events Office at least three weeks in advance to allow time for review and planning. See Appendix G for more information regarding cooking food on campus.

Alcohol service

The Events Office recommends that parties planning to serve alcohol begin planning at least 45 days before the event in order to obtain all of the necessary permits and approvals.

According to WSU's [Executive Policy EP20, Alcohol and Drug Policy](#), consumption or possession of alcohol in public areas of any university-owned or -controlled property is generally prohibited except when those who are 21 years of age or older are participating in a sponsored event for which there is a banquet permit. Further, events must be held outside of regular business hours (8 a.m. – 5 p.m. Monday – Friday) but not between 2 and 6 a.m., per WAC [314-11-070](#).

Alcohol is allowed only if all following parameters are met:

- The Vice Chancellor for Finance Operations and Enrollment must give prior approval. To seek approval, send an email request to van.vcfo@wsu.edu and copy van.scheduler@wsu.edu
- Proper licensure is obtained:
 - If alcohol is being **served and consumed**, a [Washington State Liquor and Cannabis Board banquet permit](#) must be acquired at least three (3) days in advance and displayed visibly for the duration of the event. A representative of Public Safety will check for this permit during the event.

If alcohol is being **sold and consumed**, a [special-occasion license](#) must be acquired. (Note: the WSLCB requires at least 45 days' notice before issuing a special-occasion license. A representative of Public Safety will check for this permit during the event.)

- A bartender certified according to [Mandatory Alcohol Service Training](#) must serve the alcohol (self-service alcohol is NOT permitted). Bartenders should have the MAST permit on them during the event.

Refer to [WSU BPPM 70.29](#) for detailed information regarding the permits/licenses, purchasing rules, storage guidelines and more. Further guidelines for alcohol service at student organization events can be found in **Appendix A**. Serving alcohol at campus events requires careful planning and advance approval to comply with state laws and university policies.

Planning Requirements

- Begin planning **at least 45 days in advance**
- Submit a request for approval to the **Vice Chancellor for Finance, Operations and Enrollment** (email: van.vcfo@wsu.edu; copy van.scheduler@wsu.edu)

Permit Requirements

If alcohol is...	You need a...	Deadline
Served (no sales)	Banquet Permit (WSLCB)	≥ 3 days prior
Sold	Special Occasion License (WSLCB)	≥ 45 days prior

A Public Safety officer will verify the permit during the event.

Service Guidelines

- Only a bartender with **MAST certification** may serve alcohol (Self-service is not allowed)
- Permit must be **visibly posted** during the event
- Alcohol may only be served:
 - **Outside of business hours** (not 8 a.m. – 5 p.m., Mon–Fri)
 - **Not between 2 a.m. and 6 a.m.** (WAC 314-11-070)

References

- University Policy: **EP20 – Alcohol and Drug Policy**
- Additional info for student orgs: **Appendix A**
- Procurement and storage rules: **BPPM 70.29**

Parking and maps

Parking permits are required year round for all vehicles 7 a.m. to 7 p.m., Monday through Friday. Parking is free after 7 p.m. weekdays and all day on weekends. See

[Parking Services](#) for more information. External events may purchase parking passes through the Events Office when booking.

Event setup and decoration

When submitting space-reservation requests, Event Planners may request pre- and post-event time to set up or decorate their spaces before the event and take down the setup or decorations after it. (Note: this is different from the “setup” and “takedown” time on the form used solely for the Events Office.) WSU Vancouver property (e.g., trusses, ladders, carts) may not be used unless previous arrangements have been made with Facilities Operations. Materials may not be placed on walls unless affixed by painter’s tape or thumbtacks (on tackboard walls only). The following items are prohibited in all indoor venues, and require preapproval from the events office for outdoor use.

- Fog/smoke machines
- Pyrotechnics
- Gas- or propane-powered engines
- Candles (or any flame-producing devices), except approved wick-fuel pan heating devices used by catering services.
- Pools, tubs, aquariums or other water containers holding more than 5 gallons of water

If you have questions or think something you wish to do may be prohibited, contact the Environmental Health and Safety office. See Appendix E for contact information.

Balloons (helium or air) are allowed, but the Events Office urges caution, as a balloon on the ceiling could cause the fire sprinkler system to go off.

All decorations and/or fasteners must be removed and properly disposed of by the end of the event in order to avoid additional cleaning fees. All nonportable furniture, built-in AV and artwork are permanent fixtures of the spaces in which they reside and may not be moved, removed or taken down for any event.

Meeting room technology

Most WSU Vancouver facilities, such as general-purpose classrooms, computer labs and the Firstenberg Student Commons, have multimedia equipment with cameras and microphones available for videoconferencing. Contact Information Technology for support (see Appendix E for contact information).

Additional furniture and equipment

If additional furniture or equipment is needed for an event, the Event Planner must arrange to have the Events Office provide it in advance and at the Event Planner’s expense. See Appendix D Event Price Guide for specific furniture-associated costs.

If additional furniture or equipment is needed, that the Events Office or Facilities Operations cannot provide, then the Event Planner must coordinate its delivery, setup

and removal with an outside vendor. Event Planners must notify the Events Office with specific details if external vendors will be used.

Additional building hours requests

Requests for buildings to be open earlier or later than our normal operating hours will be approved on a case-by-case basis. Requests of this nature rely on several WSU system and Vancouver campus facilities and public safety departments to initiate changes in door lock schedules, HVAC, lighting, etc. Requests may incur additional fees and require notice at least 5 days in advance.

Any unauthorized patrons who are in a building outside of building hours will be asked to leave immediately and may be subject to university-imposed sanctions. Building hours can change from semester to semester. To check the current hours of operation for a building, contact the Events Office or Public Safety.

FEES

Event planners are responsible for all fees associated with their event, including unforeseen charges. See appendix D for full event pricing. While many campus spaces are available at no charge, events may still incur fees for staffing, equipment, setup, or cleaning. All facility requests must include a **valid budget number**, even if no fees are expected. Requests without a budget number will be denied.

Fee Exceptions

The following do **not** incur rental fees:

- One weekly meeting room for WSU Vancouver departments and OSI-recognized student organizations (general-use classrooms or computer labs with no set up)
- Admissions recruitment events
- New student orientation (ELCA)
- Academic department–hosted graduation events
- Campus-wide meetings, such as a town hall or state of the campus, hosted by the Chancellor's office.

Note: Labor and equipment fees may still apply.

Resources and labor fees

Additional fees may apply if your event requires:

- Extra cleaning (e.g., trash removal, adhesive residue, carpet shampooing)
- Furniture reconfiguration
- Support from Facilities or Public Safety staff

To request an estimate, contact the Events Office or see **Appendix D: Event Pricing Guide**.

Cancellation procedures

Internal Users (Students & Departments)

- Cancellations must be received at least **4 business days** in advance via email
- Late cancellations for key venues (Firstenburg, VDEN 129/130, Lecture Hall 110) will result in:
 - 1st offense: written warning
 - 2nd: final warning
 - 3rd: loss of scheduling privileges for the semester

External Clients

- Cancellations less than 4 business days before the event will be charged **100% of rental fees**
- Labor charges (e.g., custodial, parking) will not be billed if the event is canceled

No-Show Events – If event planners fail to show up for their event, it will be treated as a late cancellation and billed full rates.

Campus closures / Emergency Cancellations

WSU Vancouver reserves the right to cancel events due to unforeseen circumstances such as inclement weather or other emergencies. The event planner is responsible for notifying all participants of such cancellations. The Events Office will reschedule or cancel affected events without penalty. If unforeseen circumstances force the event planner to cancel their event last minute, the Events Office will work with them to reschedule.

Late changes

Any requests for changes to the furniture or for additional equipment are subject to the discretion of the Events Office.

Billing & Invoices

- **External clients:** Invoices are sent within 10 business days post-event. Payment is due in **30 days**.
- **WSU users:** Charges are billed to the provided budget number. If insufficient funds are available, future reservations may be blocked until the balance is paid.
- **Disputes:** Any billing disputes must be submitted in writing within **30 days** of the invoice. After that, charges are final.

CONTRACTS AND INSURANCE

Some events require contracts and/or insurance depending on who is involved and the nature of the activity.

Facility Use and Speaker Agreements

- WSU departments and OSI-recognized student organizations are responsible for initiating any required:
 - **Facility Use Agreements** (for space use by external parties)
 - **Speaker/Performance Agreements**
- All external events require a Facility Use Agreement signed with the Events Office.
- See **Appendix C: Contract Process Overview** for more detail.

Special Event Insurance

- Internal events involving physical risk, minors, or external vendors may require **special event insurance** to protect WSU and participants.
- **Student-sponsored events are not covered** under WSU's Self-Insurance Program (SILP) and must obtain coverage via the [URMIA TULIP policy](#).
- External parties are generally required to provide a **Certificate of Insurance** for at least \$1 million, naming WSU Vancouver as additionally insured. Events with higher risk may require additional coverage.

The Events Office will notify you if insurance is required and can assist with the process.

SAFETY, SECURITY and RISK ASSESSMENT

WSU Vancouver is committed to maintaining a safe environment for all students, employees, guests, and property. Events are assessed for safety and risk by the Events Office, often in coordination with Public Safety.

When Safety Review is Required

Some events may require advance review or approval from the Vice Chancellor for Finance, Operations and Enrollment. Common risk factors include:

- Large attendance
- Public promotion
- High-profile guests
- Alcohol service
- Use of valuable equipment or outdoor spaces
- Events with a history of disruption or opposition
- Physical activity or potential for injury

Safety Meetings

The Events Office may schedule a safety meeting to evaluate the risks of an event and determine if additional support (e.g., Public Safety, Environmental Health and Safety) is needed.

- Meetings are typically scheduled within **5 business days** of receiving the event request.

- The event planner is encouraged to invite relevant collaborators.
- If the planner **declines or misses** a required safety meeting, the reservation will be canceled.

Risk Assessments

A formal risk assessment may be conducted to:

- Identify potential hazards
- Recommend mitigation strategies
- Determine whether the event falls within the university's acceptable risk tolerance

For guidance, see **Appendix B: Risk Assessment Tool** (available via the [WSU Compliance and Risk Management website](#)).

Assumption of Risk and Release of Liability Form

WSU provides an assumption of risk and release of liability template which should be used to inform event participants of any activities that could result in physical injury, property damage, and/or loss.

Please consult with the Events Office if you would like assistance in filling out the form. An Assumption of Risk and Release of Liability document should be present when an event includes:

- Minors
- Increased physical activity (e.g. running, sports, or bounce houses),
- Travel is involved,
- Activities with increased risk to people or property,
- Or if required to do so by the results of a risk assessment, security meeting, or the Vice Chancellor for Finance, Operations and Enrollment.

Assumption-of-risk forms can be found [here](#). Event Planners are responsible for retaining signed forms for at least 3 years, per the [WSU records retention schedule](#).

ADDITIONAL INFORMATION

Noise amplification

To provide respect and understanding for the classes taking place and the work being done on our campus, any usage of amplified noise must gain prior approval through the Events Office. See Appendix G: Sound Amplification Protocol for details.

Film, photography and videography

All events open to the public may be photographed or filmed. Any requests to photograph or film in class settings must be approved by the faculty present in the classroom and must include signed [model release forms](#) from everyone involved. Contact the Office of Marketing and Communication for more information.

Marketing and Communication

The Office of Marketing and Communication is available to help market events planned by WSU Vancouver employees for both internal and external audiences. Marcom can work with you to identify the right marketing mix to drive attendance at your event.

There is no charge for copywriting or design services, but Marcom does not pay for printing, postage, advertising or other related event expenses. Marcom does not serve student clubs and organizations. Marketing events is part of students' learning experience. See Appendix E for contact information.

Accessibility Council

The Accessibility Council exists to advocate for a barrier-free environment for people with disabilities. For campus events, the Council is available to share resources that support accessibility, full participation and universal design for students, employees and community members at WSU Vancouver. The Council's resources provide event planners with:

- Who to contact to support access needs.
- What to consider for more universal access, based upon the most-needed accommodations.
- Suggested language for promotional materials such as flyers, social media posts and website blurbs.

Resources can be found on the Office of Community and Collaboration [website](#).

Animals on campus

Events that include animals on campus are assessed on a case-by-case basis to ensure proper risk mitigation. Reach out to the Events Office or Environmental Health and Safety office for more information (see contact information in Appendix E).

Lost and found procedure

WSU Vancouver is not responsible for the loss, theft or damage of any personal property left on campus. WSU Vancouver and the Events Office bear no responsibility for items guests leave behind.

Lost items should be turned into the Parking Services Office where they are kept for 60 days. Anyone can report a lost item with Parking Services, which will keep the report on file indefinitely until the item is returned.

Raffles and prizes

In Washington State, a raffle is defined as a gambling activity where tickets are sold and prizes are awarded based on chance. As an academic institution, WSU is allowed to conduct raffles that raise money to help fund WSU programming.

Generally, the main rules and regulations to note regarding hosting a raffle are:

- Maximum price per ticket is \$100.
 - You cannot give away free tickets or give tickets as gifts.
 - All tickets must be sold for the same price.

- Tickets may be sold only by your organization's members.
- Tickets must be paid for in person and in full by cash, check or credit card.

Regarding prizes for raffles, it's important to note:

- Liquor can be given as a prize, but you must get a permit from the Washington State Liquor Control Board.
- The organization must own the prize prior to the drawing date.
- Any one prize may not exceed \$40,000 in value.

If you are looking to host a raffle, visit the [Washington State Gambling Commission's FAQ page](#) regarding raffles to ensure compliance with state rules and regulations.

WAC, BPPM and EP

Washington Administrative Codes, the Business Policies and Procedures Manual and the Executive Policy Manual are guidelines set forth by the state, university or president that govern what can and cannot happen on WSU Vancouver property. Below are some examples from the WAC, BPPM and EP that are often brought up when hosting events on the WSU Vancouver campus.

Ticketing procedures

University facilities may not be used for private or commercial gain or be used to benefit a charitable organization ([WAC 504-35-050](#)). External entities may not collect revenue from selling tickets to an event being hosted on WSU Vancouver campus.

Internal entities may use Services and Activities (S&A) Fee money to purchase discounted blocks of tickets to events to be resold to students only (faculty, staff and non-WSU persons must pay the full retail event price). Proceeds of the sales must be deposited as a recovery of expenditure into the account from which the tickets were purchased.

If an internal entity hosts a ticketed event that generates revenue, those proceeds will go into the conducting entity's account.

Firearms and weapons

In accordance with [WAC 504-26-213](#), no student may possess or use any firearm (including airsoft guns), explosive (including fireworks), dangerous chemicals (excluding pepper spray), or other dangerous weapons or instrumentalities (including tasers) on university premises. This prohibition does not apply to possession of such items for authorized university purposes; possession of such items by authorized law enforcement officers or individuals who have obtained prior written approval from the university chief of police, president or designee.

All persons are prohibited from:

- Carrying, possessing or using firearms within buildings, sports or performance venues, and other spaces owned or controlled by WSU.
- Carrying, possessing or using firearms upon all grounds and property owned or controlled by WSU.
- Using any object in a manner that could cause physical harm or undue mental stress. Any item used to harm, threaten or intimidate may be considered a weapon.
- Carrying, possessing or using items including but not limited to airsoft guns, switchblades, metal knuckles, nun-chucks, spears, martial arts weapons, electric or electroshock weapons, etc.
- Carrying or possessing an object with a blade longer than four (4) inches or 10 centimeters, which could include swords, machetes and knives. Kitchen knives used and stored appropriately may be excluded from consideration as a weapon.

Campaign events

Adhering to WAC [504-35-030](#), 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](#).

Poster and literature distributing guidelines

WAC [504-34-140](#) outlines regulations for the placement and distribution of signs, posters, handbills and flyers on university campuses. Users, excluding the university itself, must adhere to guidelines regarding where materials may be placed indoors and outdoors. Restrictions include prohibitions on affixing materials to certain surfaces and vehicles, as well as guidelines for size, removal and responsible distribution to maintain cleanliness and orderly conduct on campus.

BPPMs [20.39](#) and [20.43](#) discuss policies for posting signs, handbills, flyers, banners or similar materials.

Use of university facility policy

WAC [504-35](#) outlines how WSU reserves its facilities primarily for its educational mission but may allow public use under specified conditions. These regulations

establish procedures for non-university entities and individuals to use university facilities, prioritizing activities aligned with the university's mission while ensuring no interference with its own programs and proper maintenance of the facilities.

BPPM [20.35](#) explains the use of WSU property and facilities from a university perspective.

Protection and safety of minors

The purpose of [EP14](#) is to set forth protocols and requirements for the health, safety and security risks associated with activities involving minors. The activities are specifically for university-sponsored programs (held on or off campus) and non-university organizations operating programs that are held in or on university-owned or -controlled property.

It's important to note that this policy does not apply to:

- Minors who are enrolled for academic credit or who have been accepted for enrollment.
- Events or facilities on campus that are open to the general public where a minor would be supervised by parents or guardians.
- Field trips sponsored, controlled, staffed and supervised by the adults in charge of the minor at school. (However, if WSU personnel take control or ownership of the event, then EP14 is applicable.)

WSU staff responsible for minors must be trained and have a background check performed. Additionally, the sponsoring program and/or program staff must register the program with [Risk Management](#) at least 30 days before the program starts.

Incident reports and investigating accidents

SPPM [2.26](#) discusses the investigation of accidents and near misses and is an essential part of the university's accident prevention program. A thorough investigation reconstructing the chain of events leading to an accident or near miss identifies unsafe acts and conditions requiring corrective action. An accident investigation and subsequent implementation of the corrective action minimizes the potential for future accidents. Incident reports can be filed using the [WSU Incident Report](#) link.

Appendix A: Alcohol Procedures

Alcohol Service Procedure

Last Updated: May 2025

This procedure applies to all groups serving alcohol at WSU Vancouver events, including student organizations, departments, and external clients. All alcohol service must comply with state laws, WSU policy, and local safety protocols.

General Requirements

- All alcohol service must be pre-approved by the Vice Chancellor for Finance, Operations and Enrollment (email: van.vcfo@wsu.edu, cc: van.scheduler@wsu.edu).
- Start planning at least 45 days before the event.
- Submit an event request via 25Live and email the Events Office with event details.
- Alcohol is not permitted during university business hours (8 a.m. – 5 p.m., M-F).
- The event must not promote alcohol or intoxication as a theme (e.g., beer pong or flip cup tournaments).
- Non-alcoholic beverages and food must be provided in reasonable quantities.
- Events over 4 hours must end alcohol service one hour before event conclusion.
- Alcohol must be consumed within the approved service area.
- No outside alcohol is allowed.
- Only one alcoholic beverage may be served to each person at a time.
- IDs must be checked. Attendees 21+ must be clearly identified (e.g., wristbands).
- Alcohol may not be served to anyone under 21 or visibly intoxicated.
- Sober transportation information must be provided to attendees.
- Advertising specific alcohol brands is prohibited unless approved by the Vice Chancellor of Finance, Operations and Enrollment

Permit Requirements

If Alcohol is...	Permit Required	Deadline
Served (no sales)	Banquet Permit (WSLCB)	≥ 3 days before event
Sold	Special Occasion License (WSLCB)	≥ 45 days before event

The permit must be visibly posted at the event, and Public Safety will verify the permit during the event.

Service Guidelines

- Alcohol must be served by a bartender with a Class 12 MAST permit.

- Self-service of alcohol is strictly prohibited.
- MAST servers must carry valid ID and assume liability under RCW 66.44.200.

Insurance and Documentation

- Third-party alcohol providers must provide proof of \$1 million liability insurance, listing WSU Vancouver as additionally insured.
- The permit or license must be attached to the event request and presented on-site.
- If no third-party provider is used, the event planner must apply for the appropriate permit themselves.
- All alcohol documentation must be submitted to van.scheduler@wsu.edu before the event.

References

WSU Executive Policy #20: <https://policies.wsu.edu/prf/index/manuals/executive-policy-manualcontents/ep20-alcohol-drug-policy/>

WSU BPPM 70.29: Alcohol Purchasing and Service Policy

WSU Standards of Conduct for Students: <https://app.leg.wa.gov/wac/default.aspx?cite=504-26>

Washington State Liquor and Cannabis Board: <http://lcb.wa.gov/>

Washington State RCW 66.44.200: <https://app.leg.wa.gov/RCW/default.aspx?cite=66.44.200>

Washington State RCW 66.44.270: <https://app.leg.wa.gov/RCW/default.aspx?cite=66.44.270>

Appendix B: Risk Assessment Tool

Risk Assessment Form Instructions

Use the form on the next page to assess the risks of your event. Print multiple pages if needed.

- Identify and list all internal and external risks. Identifying these risks includes asking yourself: What could go wrong that would impact your ability to meet your objectives?
- Classify in the first column the type of risk you have identified using one of the Risk Categories below.
You may identify multiple Risk Categories
- Briefly explain what is the cause of the risk being assessed.
- Evaluate the **Impact** and **Likelihood** of the identified risk
- Your **Risk Score** is the **Impact** multiplied by the **Likelihood** ($3 \times 4 = 12$). *The Risk Score serves as a tool to compare your risks and then prioritize your control efforts.*
- Determine if you need to do anything, more or less, to reduce or control the risk.
- Classify in the **final column** the type of Management Strategy you have identified using one or more of the Management Strategies below.
- Identify the target completion date and person responsible to implement these actions.

Risk Assessment Scoring Tool

Impact	Likelihood
1 Very Little: Possible impact on operations or programming.	1 Very Unlikely: Nearly unlikely to happen and no immediate action is needed.
2 Minor: Possible impact on operations or programming with minimal safety or health hazards present.	2 Unlikely: Moderately unlikely to happen and minimal action is needed.
3 Moderate: Could delay operations or impact regular programming; may draw publicity; minor to moderate safety or health hazards present	3 Likely: Likely to occur and actions should be taken to reduce or control the risk.
4 Major: Likely to impact programming, could result in property damage or financial loss; likely to garner negative publicity; likely for injuries to occur.	4 Very Likely: More than likely to occur and management or organizers should begin to mitigate.
5 Critical: Immediate effect on ability to continue operations and regular programming; likely to incur significant property damage and/or financial loss; negative impact on brand reputation; likely for severe injuries and/or death to occur.	5 Certain: High probability the risk will occur; immediate action plans required.

Risk Categories	Management Strategies
(S/O) Strategic/Operational: affect our ability to achieve our strategic goals and objectives; impact our ability to conduct business processes, serve students, and conduct research (R) Reputational: negatively affect public perception and the University's reputation that may lead to a loss of funding, enrollment, donations, and grants (F) Financial: lead to a loss of resources needed to run operations, serve students, or conduct research (L/C) Legal/Compliance: violate laws, rules and regulations restricting our ability to conduct business processes, serve students, or conduct research (H) Health/Safety: lead to significant injury or loss of life (M) Material: lead to significant damage to University property and/or resources	(RL) Reduce Likelihood/Impact: measure or set of measures taken to reduce or eliminate identified risks. First strategy for mitigating risk is to reduce the likelihood that the risk will occur, second is to reduce the impact that the risk would have if it did occur (T) Transfer: Involves the transfer of risk through insurance and non insurance techniques to shift the financial consequences of loss to another party. This transfer does not change the risk (V) Avoid: involves ceasing or never undertaking an activity so that the possibility of a future loss occurring is eliminated (A) Accept and Monitor: This strategy involves acknowledging the risk and making the conscious decision to accept it along with any and all consequences that could arise from them

Risk Assessment Form

Completed by:		Dept./unit:			
Event:		Event Date:			
Risk reduction control measures (Consider if the risk is under controlled or over controlled)	☒ Reduce likelihood ☐ Ask groups to wear color coded wrist bands & check attendance periodically	☐ Reduce likelihood ☐ Transfer ☐ Avoid ☐ Accept & Monitor		☐ Reduce likelihood ☐ Transfer ☐ Avoid ☐ Accept & Monitor	
Risk Score	2x = 4	=		=	
Likelihood	2	x		x	
Impact	2x	x		x	
What is Causing the risk?	Large number of young kids from different school groups				
Name risk	Lost Child				
What risk categories are being considered?	Example ☒ Strategic/Operational ☐ Strategic/Operational ☐ Reputational ☐ Financial ☐ Employment ☐ Health/Safety ☐ Legal/Compliance				
	☐ Strategic/Operational ☐ Reputational ☐ Financial ☐ Employment ☐ Health/Safety ☐ Legal/Compliance				
	☐ Strategic/Operational ☐ Reputational ☐ Financial ☐ Employment ☐ Health/Safety ☐ Legal/Compliance				
	☐ Strategic/Operational ☐ Reputational ☐ Financial ☐ Employment ☐ Health/Safety ☐ Legal/Compliance				
	☐ Strategic/Operational ☐ Reputational ☐ Financial ☐ Employment ☐ Health/Safety ☐ Legal/Compliance				

Appendix C: Contracting Overview for WSU Groups

What is a contract? A contract is a legally binding agreement involving two or more parties that sets forth an exchange of promises of what each party will or will not do.

Why are contracts needed? Contracts are executed to outline requirements and set clear expectations for all parties, to mitigate risk and to ensure compliance with university, state, and federal policy.

When are contracts needed? There may be several different situations when a contract is needed. Some common types of contracts are:

- Purchasing agreements
- Lease agreements
- Data sharing or data security agreements
- Performance/Speaker agreements
- Agreements with another government agency (including public K-12 schools and colleges/universities)
- Affiliation and internship agreements
- Facilities Use agreements (short term use of university space by an external entity)

Who should be involved in the contracting process? Unit identifies exchange or interaction between the university and one or more parties. Unit leadership approves this exchange or interaction. Unit staff identifies the appropriate contract type to accomplish this exchange or interaction. Unit leadership reflects their approval of the exchange or interaction in the 'recommended by' section of the contract. The campus delegated signature authority signs as 'approver'. Delegated signature authorities are the only employees authorized to sign contracts on WSU's behalf (See Contract Decision Tree).

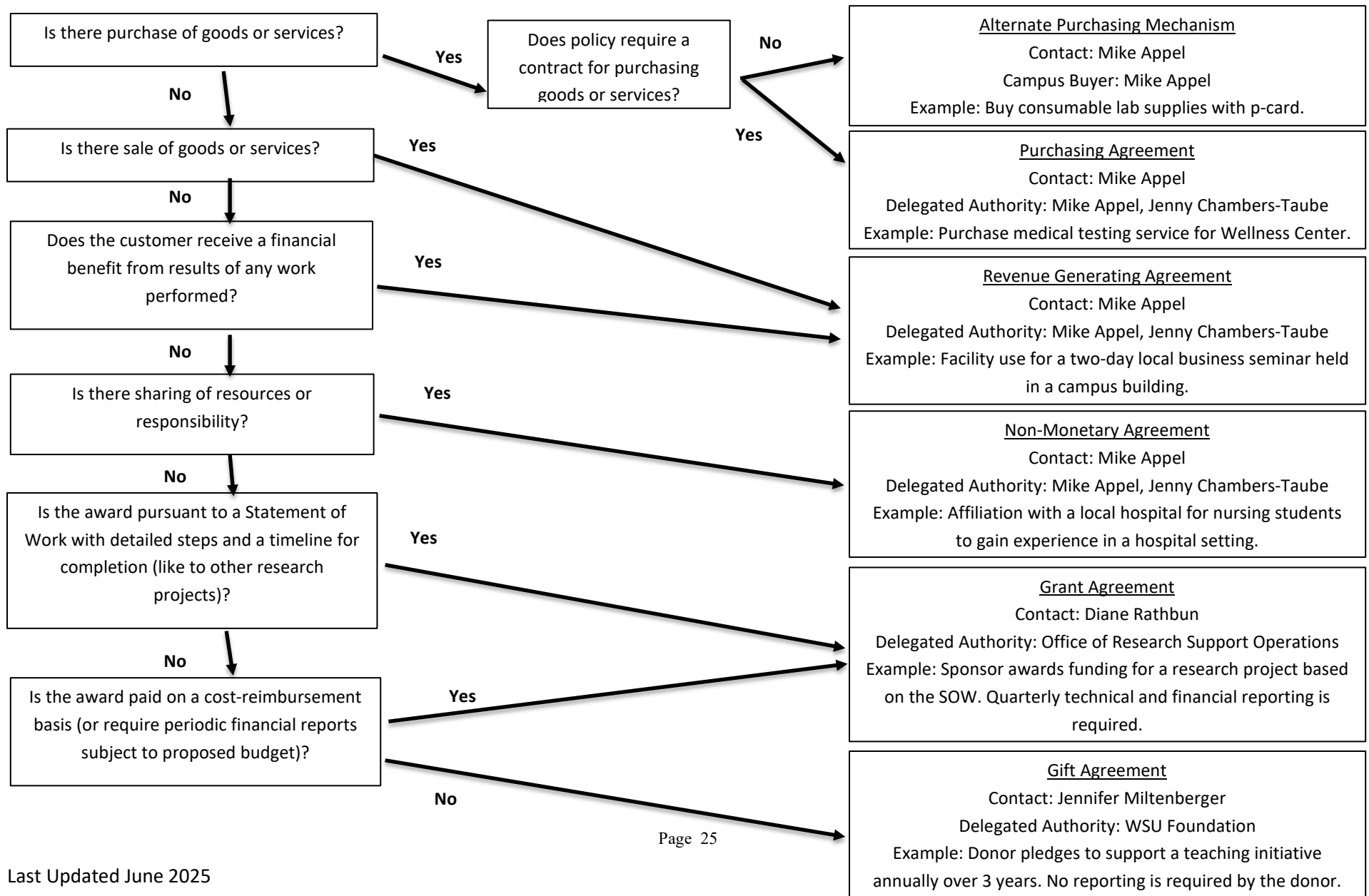
How to initiate the contracting process? Use this resource and the related contracting flowchart and timeline to follow the appropriate steps in the contracting process. Refer to applicable policies and resources provided.

Contract Decision Tree for the WSU Vancouver Campus

Use the decision tree to discern when a contract is necessary, what kind of agreement is appropriate and who you can contact on the Vancouver campus for assistance. Purchasing Agreements are classified as Supplier Contracts in Workday. Revenue Generating and Non-Monetary Agreements are classified as Customer Contracts in Workday.

Contract Decision Tree for the WSU Vancouver Campus

Use this decision tree to discern when a contract is necessary, what kind of agreement is appropriate and who you can contact on the Vancouver campus for assistance. Purchasing Agreements are classified as Supplier Contracts in Workday. Revenue Generating and Non-Monetary Agreements are classified as Customer Contracts in Workday.



Contract Process Workflow and Timeline for the WSU Vancouver Campus

Timeline (Simple)

Facility Use
Affiliation
Performance
Speaker

30-45 days before
the contract is
expected to start.

15-30 days before
the contract is
expected to start.

0-15 days before
the contract is
expected to start.

Timeline (Complex)

Leases
Data Sharing
Interagency

60-90 days
before the
contract is
expected to start.

30-60 days before
the contract is
expected to start.

0-30 days before
the contract is
expected to start.

Workflow

Identify need for a
contract.



Gather necessary
documentation and verify
information.

Prepare contract request
form and submit request
in Workday.



Contract is established in
Workday. Contract is
reviewed and negotiated
by Mike, contracting
offices and/or delegated
authority.



Contract is fully
executed by delegated
authority. Contract
period starts.

Description

Unit uses resources provided or discusses with the appropriate campus contact to determine if a contract is needed.

Unit gather necessary documentation to be maintained in Workday, such as a quote, scope of work (SOW), draft contract and/or W-9.
Unit verifies whether a Supplier or Customer ID exists in Workday for the entity you're preparing to contract with. If not established in Workday, then submits a request in Workday to create the ID.
Unit fills out the Contract Request Form, then gathers signature from unit Director or Vice Chancellor responsible for the account provided on the form.
Unit submits Contract Request Form and related documentation in Workday through the Create Request business process, selecting Contract Request.

Mike receives the Contract Request in Workday. He reviews the attached documentation to determine how to proceed.
If he or Jenny are authorized to sign as delegated authority, Mike continues his review, contacts the unit or the supplier/customer about terms of the agreement as needed, gathers the "Recommended By" signature and establishes the contract in Workday before sending the contract to the supplier or customer for partial execution.
If the contract exceeds Mike's and Jenny's delegated authority, then Mike will route the contract request to the contracting office or delegated authority authorized to execute the contract.

Partially executed agreement is signed and returned by supplier or customer for WSU's authorized signature. Delegated authority signs contract. Fully executed contract is uploaded in Workday and a copy is returned to the supplier or customer. Delegated authority notifies the unit that the contract has been fully executed. Contracts should be fully executed before the contract period starts.

Contracting Policies and Resources

Policies

BPPM 10.10 Delegation of Contractual Authority:

<https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-10-10/>

BPPM 10.11 Processing University Contracts:

<https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-10-11/>

BPPM 20.45 Real Property Management:

<https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-20-45/>

BPPM 70.01-.60 Purchasing:

<https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-70-01/>

EP17 Policy on the Sales of Goods and Services:

<https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep17/>

Training

Ins and Outs of Contracts:

<https://wsu.percipio.com/liveCourse/b02ee780-bd04-4183-a191-b00a99cd55c3>

WA State Contract Management 101:

<https://wsu.percipio.com/journey/e47a45dc-f046-4060-b9f9-c65e23998cd4>

Resources

REBO Glossary of Terms:

<https://rebo.wsu.edu/glossary/>

REBO Required Documents:

<https://rebo.wsu.edu/required-documents/>

REBO Template and Master Agreements:

<https://rebo.wsu.edu/templates/>

REBO Standard Contract Terms:

<https://rebo.wsu.edu/standard-contract-terms/>

General Information about Purchasing:

<https://purchasing.wsu.edu/general-information-about-purchasing/>

Standard Procurement Documents:

<https://purchasing.wsu.edu/standard-procurement-documents/>

Personal Services Contracts:

<https://purchasing.wsu.edu/personal-services-contracts/>

Contract Request Form:

<https://rebo.wsu.edu/documents/2020/12/https-s3-wp-wsu-edu-uploads-sites-2426-2023-10-contract-request-form-20230927.pdf/>

Contract Request Reference Guide:

<https://jira.esq.wsu.edu/servicedesk/customer/kb/view/156963010>

Create Customer Request:

<https://jira.esq.wsu.edu/servicedesk/customer/kb/view/169156567>

Create Supplier Request:

<https://jira.esq.wsu.edu/servicedesk/customer/kb/view/156963633>

Appendix D: Event Pricing Guide

The space and equipment price lists on the following pages help you to estimate the costs of your event. All prices discussed before an event are official estimates in case last minute changes or unanticipated cleaning requires additional fees. The Events Office reserves the right to require extra services at events, for example extra trash cans or security personnel, that will be billed to the group hosting the event.

All costs are calculated per space or item used, per day. Standard operating hours are 7:30am to 5:00pm, Monday – Friday, excluding holidays. Events that go past 5:00pm on weekdays will be charged night time rates.

All rooms and equipment are subject to availability.

The current rate lists are available online at:

<https://www.vancouver.wsu.edu/events-office/event-resources>

Package Options

Packages refer to use of class rooms and outdoor patios or similar spaces reserved through the Events Office. Any set up or alterations to one of these spaces

- **Package A:** This package offers access to existing rooms on campus with standard setups, providing essential furniture and a neutral environment. Any request to change base setups will be considered as Package B. Facilities charges may accrue if space is changed and left out of its original layout. Custodian charges may accrue if space is left with excess trash or mess.
- **Package B:** This package is for any use with requested set up or changes and immediately incurs an additional set up fee in addition to any charges for extra equipment. This fee covers the reservation and one hour of set-up labor, allowing the freedom to customize the special setup according to your specific needs. Custodian charges may accrue if space is left with excess trash or mess. Requested layout must be submitted no later than two weeks before event date.

Internal Discounts

All WSU Vancouver departments and OSI recognized student organizations are permitted one free use of a classroom (small or large) or computer lab per week. If Package B is requested for these spaces, the normal room charge will be waived and only the additional \$50 charge will be added.

External Discounts

WSU Vancouver offers a 10% discount on rooms and outdoor spaces to registered 501(c)(3) organizations with documentation. This discount does not apply to equipment or labor fees.

Appendix E: Contact Information

Events Office

360-546-9588

van.scheduler@wsu.edu

McClaskey Building – Room 228

Environmental Health and Safety

360-546-9000

van.ehs@wsu.edu

Physical Plant Building

Facilities Operations

360-546-9000

van.plant@wsu.edu

Facilities and Operations Building

Information Technology

360-546-9770

van.evita@wsu.edu

Classroom Building (AKA Netzhammer Hall) – Room 214

Marketing and Communication

360-546-9599

van.marcom@wsu.edu

Parking Services

360-546-9009

parkingservices@wsu.edu

Physical Plant Building

Public Safety

360-546-9001

360-690-1527 - pager

wsuvcops@wsu.edu

Classroom Building (AKA Netzhammer Hall) – Room 120

Appendix F: Outdoor Food Service

WSUV Outdoor Food Service

Standard Operating Procedures (SOP)

Last updated: 05/30/2025

WSU Vancouver is committed to safe food service at all events. Improper food handling can cause illness; maintaining proper time and temperature controls is essential for safety.

General Requirements for All Outdoor Food Service

- All food handlers must possess a valid Washington State Food Worker Card.
→ Apply at: www.foodworkercard.wa.gov
- Food handlers must:
 - Wash hands before, during, and after the event.
 - Wear nitrile or poly-vinyl gloves and change them when switching tasks (e.g., from raw to cooked food).
 - Refrain from handling food if they are ill.
- If a guest or staff member becomes ill, stop cooking and request assistance.
- No food (hot or cold) may be taken home.

Facility and Safety Requirements

- Cooking must occur outdoors under an approved flame-retardant canopy.
- Cooking tents must be at least 20 feet from other structures or canopies.
 - Cooking indoors or under patios is not allowed.
- Propane tanks must be located at least 10 feet from grills.
- A K-Class fire extinguisher must be available:
 - Within 20 unobstructed feet of the cooking area.
 - Mounted with the bottom at least 4 inches above the ground and the top less than 5 feet off the ground.

Hot Food Service

- Cook and serve only — no holding or reheating.
- Use a calibrated instant-read thermometer for all temperature checks.
 - Use probe wipes between each test.
- Minimum internal cooking temperatures:
 - Hot dogs and beef burgers: 160°F
 - Poultry and veggie burgers: 165°F
- Discard hot food that falls below 140°F.
- Wick fuel (e.g., Sterno) is not allowed outdoors.
- Raw meat must be stored separately from ready-to-eat food:
 - Keep raw meat below 40°F before cooking.

- Discard thawed raw meat that isn't cooked — no leftovers.

Cold Food Service

- Ready-to-eat cold foods must be held below 40°F.
- Use an instant-read thermometer and approved temperature log to check and record temperatures hourly on an approved form.
 - Wipe thermometer probe between each use.
- Discard any food above 40°F or left out without temperature control for more than 2 hours.

Note: This SOP was informed by guidelines from Clark County Fire Marshal and Clark County Public Health.

Appendix G: Sound Amplification Protocol

Washington State University Vancouver Sound Amplification Protocol in compliance with the [WAC 504-35-30](#) Effective July 1, 2025

I. Purpose

This protocol establishes guidelines for the use of outdoor sound amplification on the Washington State University Vancouver campus. The goal is to balance the right to free expression with the need to maintain an academic environment and comply with local noise ordinances and WAC 504-35-030.9 which states: “Use of audio amplifying equipment is permitted only in locations and at times that do not interfere with the normal conduct of university affairs.” WSU Vancouver is committed to allowing as much use of sound amplification as possible given the above limitations.

II. Scope

This protocol **applies to all individuals and groups** — including students, faculty, staff, and outside guests — **who wish to use sound amplification devices in outdoor spaces** on the WSU Vancouver campus.

It does **not** apply to:

- Campus Public Safety operations
- Emergency broadcasts or official announcements from the Chancellor’s Office
- Amplification through **built-in indoor sound systems** in reserved rooms or facilities

III. Definitions

- **Sound Amplification:** Use of any device that electronically increases sound volume (e.g., speakers, megaphones, PA systems).
- **Outdoor Spaces:** All exterior areas on the WSU Vancouver campus, including plazas, courtyards, lawns, and breezeways.

IV. Protocol Guidelines

1. Advance Approval Required

All use of sound amplification in outdoor spaces **must be approved in advance** by the Events Office. Requests should be submitted at least **5 business days** in advance of the intended event. Every effort will be made to consider those requests submitted within 5 business days however given schedules and capacity, the request may not be able to be acted on.

2. Time and Place Restrictions

To preserve the academic environment, outdoor sound amplification is generally prohibited during **academic hours**, defined as:

- **Monday through Friday, 7:45 AM to 8:30 PM**, when classes are in session.

Exceptions may be considered on a case-by-case basis, particularly when amplification is proposed for **locations far from academic buildings**. However, even when approved, sound must remain within acceptable noise limits (see below).

3. **Sound Level Limits**

- Amplified sound must not exceed **85 decibels** as measured **25 feet from the source**.
- During academic hours, **amplified sound must not exceed 60 decibels when measured from the exterior wall of any academic building**.
- Events and Public Safety reserve the right to monitor sound levels and require immediate adjustments or termination of amplification if these limits are exceeded.

4. **Location Considerations**

Sound amplification may not take place within **100 feet of any academic building** unless explicitly permitted. Amplification near residential property lines must also comply with **all applicable Clark County and Washington State noise ordinances**.

5. **Responsibility of Event Planners**

Planners are responsible for ensuring compliance with this protocol, including:

- Communicating expectations to performers or speakers
- Monitoring sound levels
- Cooperating with Event staff and/or other support departments such as Public Safety and Facilities, as directed

6. **Non-Compliance**

Use of unauthorized amplification, or violations of these guidelines, may result in:

- Immediate cessation of amplified sound
- Denial of future event requests
- Students and employees may potentially be referred to Student Conduct or Human resources as applicable
- External renters may potentially be required to leave campus

V. Free Expression and Neutrality

WSU Vancouver is committed to protecting free speech rights under the First Amendment. This protocol is **content-neutral** and is applied **equally to all speakers and groups**, regardless of viewpoint or affiliation.

Outdoor Sound Amplification — Frequently Asked Questions

Q1: Who must submit a sound amplification request?

Anyone planning to use outdoor sound amplification on campus — including students, staff, faculty, and outside guests — must submit a request and receive approval from the Events Office.

Q2: Does this apply to small speakers or Bluetooth devices?

Yes. Any device that electronically increases sound volume is considered sound amplification and requires approval.

Q3: When is amplified sound generally allowed?

Amplified sound is generally allowed **outside of class hours** — meaning **after 8:30 PM on weekdays**, or during **weekends and academic breaks**. Examples of events that may be approved during class hours include university sponsored events and those far from academic buildings.

Q4: What if I want to use sound indoors?

This protocol applies only to **outdoor** spaces. If you're using a campus building, you may use **built-in** sound systems already installed in classrooms or auditoriums, following the facility's reservation procedures.

Q5: What happens if someone violates the protocol?

Unauthorized or excessive amplification may result in immediate termination of the event's sound use, and participants being required to leave university property. Violations may affect the sponsoring group's ability to reserve space in the future.

Q6: Are there noise limits I should know about?

Yes. Amplified sound must remain below **85 decibels**, as measured 25 feet from the source. If sound amplification is approved during class times, volume may not exceed 60 decibels as measured from the wall of a classroom building. Events or Public Safety may ask for volume adjustments during the event.

Q7: Why were the levels above set at 85 and 60 decibels?

As of this writing, the Washington Administrative Code (WAC) identifies exposure to 85 decibels or above as dangerous for long term hearing. 60 decibels is a common maximum level of noise from a conversation so was considered an acceptable level near classes.

Q8: Can I appeal a denied request?

You may submit additional information or revised plans for reconsideration, but final authority rests with the WSU Vancouver Vice Chancellor of Finance, Operations and Enrollment.

Q9: Why do I need approval? Isn't this a public campus?

Yes, WSU Vancouver is a public university and supports free expression. This protocol ensures that expression is balanced with the academic mission of the university, in compliance with the [WAC](#) and local community standards for noise and safety.

Appendix H: Facilities Use Contracts for Non-WSU Renters

In compliance with [WAC 504-35-024](#), all rentals from non-WSU entities must have insurance that protects WSU and a signed contract called a Facility Use agreement.

To comply with this regulation, WSU Vancouver requires the following documents and steps for all outside renters:

1. A copy of the organization's or individual's [W-9 form](#)
2. A certificate of insurance detailing a minimum of one million dollars of liability coverage for the event, and naming WSU as additionally insured (certain events with increased risk may require additional coverage at the discretion of the Vice Chancellor for Finance, Operations and Enrollment).
3. A signed Facility Use agreement detailing the terms and expected cost of the rental.

Both the W-9 and certificate of insurance must be received no later than ten business days before the event to allow processing. Facility Use agreements cannot be created without a W-9 and certificate of insurance.

All Facilities Use agreements with WSU Vancouver include expected charges, but WSU Vancouver reserves the right to increase the final invoice for unanticipated items like last minute equipment requests, repair of damaged, and additional cleaning.