

OPPM 7000 – Facilities

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SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
SCHEDULING OF COLLEGE FACILITY USE

Section: 7000	Initial Date of Approval: 1/30/09
Subsection: 7020	Revision Date(s): 6/14/10, 12/19/12; 5/11/15

PURPOSE

To establish guidelines for scheduling the use of College facilities

REFERENCES

[RCW 28B.10](#) Colleges and Universities Generally

WAC132D Use of College Facilities, Scheduling of College Facility Use

Refer to OPPM 1000 for Policy/Procedures for Alcoholic Beverages

Refer to OPPM 1000 for Policy/Procedures for College Facility Use

POLICY

The scheduling of College Facilities will be through the Facilities & Operations office. Rental rates and fee schedule are available in the Facilities & Operations office.

Non-profit groups will need to show proof of their non-profit status.

PROCEDURES

7020.1 Categories of Use

Use by College Groups for Non-Instructional Purposes

College facilities may be available for use by officially recognized or chartered College groups (faculty and staff association meetings, student government and club meetings, etc.) at no rental charge, provided that such use occurs during normal College operating hours and does not incur additional usage costs (custodial, setup, Security, etc.) above and beyond those associated with routine operations.

Usage fees may be charged where extra costs are incurred and will usually reflect the actual costs involved.

Use by Other Educational Organizations

College facilities may be used, on a rental basis, by other public or private educational institutions only insofar as they meet a community educational need not being fulfilled by the College and where they do not interfere with the normal operation of College programs and services.

Use by Others

Other organizations, including non-profit organizations, may be allowed to use college facilities on a time and space available basis. They will be charged rental and usage fees. College facilities should not become such a group's permanent place of meeting under any circumstances.

7020.2 General Facility Rental Requirements

1. The use of intoxicating beverages without proper permits, the use of illegal drugs, or any objectionable conduct shall not be tolerated.
2. Smoking shall be limited to those areas which are specified by the college and in accordance with state law.
3. No decorations, signs, or the application of materials to walls, ceilings, windows, or floors shall be permitted which will mar, deface, or injure these surfaces. Organizations using college facilities are required to arrange for the immediate disposal of their decorations, materials, equipment, furnishings, or rubbish after using the facilities; otherwise they will be billed for any expense involved.
4. Keys to buildings or facilities shall not be issued or loaned on any occasion to any using organization. Doors will be opened and locked by security or other authorized college personnel.
5. Motor vehicles are to be parked in designated areas only.

7020.3 Scheduling Use of College Buildings, Equipment, and Grounds

The procedures below pertain only to the Mount Vernon Campus of Skagit Valley College. Contact the Whidbey Island campus, San Juan Center, South Whidbey Center or Downtown Center individually for information on these sites.

Skagit Valley College Organizations

Call the Facilities & Operations office at 416-7695 to schedule the use of a college facility. All facility use must be requested by an authorized representative of the organization requesting facilities before the facility use will be scheduled. Requests not submitted at least seven (7) school days in advance of the event, may be denied use of the facilities.

Non-Skagit Valley College Organizations

Call the Facilities & Operations office at 416-7695 to schedule the use of a college facility. A rental contract must be signed and a deposit made prior to the facility being used. All facility use must be requested by an authorized representative of the organization requesting facilities before the facility use will be scheduled. Requests not submitted at least seven (7) school days in advance of the event, may be denied use of the facilities.

7020.4 Facility Use/Rental Agreement

All events, conferences, etc. sponsored by a non-Skagit Valley College organization require completion of a Facility Use/Rental Agreement which must be signed by the authorized College official.

7020.5 Billing

All billing will be done by the Skagit Valley College Business Office and all rental costs and fees will be paid directly to the Business Office.

7020.6 College Non-Endorsement Disclaimer

Authorization for use of College facilities shall not be considered as endorsement of, or approval of, the activity, groups, or organization nor the purposes they represent.

7020.7 Facilities/Event Supervision Requirements

The College reserves the right to require that one or more security officers or other staff members represent the College at any meeting or event held in College facilities. These college employees have authority and responsibility for such areas as room use, unlocking areas and rooms reserved by groups, equipment use, individual and group conduct, performance supervision, etc.

Such services shall be paid for by the user organization as established in the Fee Schedule.

Event sponsors are expected to have control over and responsibility for the smooth operation of the event. However, the college Security Department is charged with ultimate responsibility for the smooth operation of the facility. Users of facilities for events are subject to these conditions and shall comply with them.

Security or other authorized member(s) of the staff shall be available at all times when College facilities are in use by any group. He or she will be alert to discover any damage or misuse of the premises and will report same immediately to the using organization and the College administration. If custodial service beyond that normally scheduled is required as a result of any meeting, such time shall be paid for by the organization as established in the Fee Schedule.

7020.8 Responsibility for Loss or Damage

The organization using the facilities is solely responsible for equipment, personal belongings, currency, and merchandise. The College will not provide reimbursement for such situations. However, should College-owned or rental property be lost or damaged while in use by an organization, that organization shall be responsible for replacement or reimbursement of the item(s).

Administrative Responsibility: Vice President, Administrative Services

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
FOOD AND BEVERAGE SERVICE**

Section: 7030	Initial Date of Approval: 1/30/09 Revision Date(s): 6/14/10
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PURPOSE

To provide guidelines for serving food and beverages at all SVC locations

REFERENCES

[RCW 69.06](#) Food and Beverage Establishment Workers' Permits

[WAC 246-360-160](#) Food and beverage services

[WAC 458-20-119](#) Sales of meals.

[WAC 458-20-167](#) Educational institutions, school districts, student organizations, and private schools.

Refer to OPPM 1000 for Policy/Procedures for Alcoholic Beverage Service

POLICY

All food and beverage service shall be arranged and approved by the appropriate office as described in the procedure below and in accordance with all applicable laws.

PROCEDURE

Events requiring food or beverage service at the Mount Vernon Campus should be scheduled through the Physical Plant Office, using the regular scheduling request procedure. Food service and beverage service at the Oak Harbor Campus and South Whidbey Center should be made through the office of the Vice-President, Whidbey Island Campus. Food service and beverage service at the San Juan Center should be made through the office of the Director of San Juan Center.

Administrative Responsibility: Vice President of Administrative Services

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
COLLEGE SECURITY**

Section: 7000	Initial Date of Approval: 1/30/09
Subsection: 7040	Revision Date(s): 5/11/15

PURPOSE

Provide guidelines about safety of persons at college facilities

REFERENCES

Occupational Safety and Health Act
Jeanne Clery Act
National Incident Management System

POLICY

The college will maintain a security services office to assist with the safety, security and emergency management aspects of the college.

PROCEDURE

The College Security Services Office is responsible for the overall security, surveillance, locking and unlocking of all College facilities. College Security Services is responsible for reporting fires, theft, illegal entry, property damage, and unauthorized use of College facilities; they may report needed repairs and safety hazards.

The College Security Services staff may temporarily limit, restrict or terminate use of any given facility when the security of that facility or the safety of the participants is in jeopardy. Such authority shall be considered final unless otherwise directed by a College administrator. However, it is generally expected that such decisions will only occur during irregular hours when the College facilities are being used for special events or during activities. Corrective measures shall always be attempted before restrictions are made.

College Security Services staff will provide a written report using the appropriate form and/or software following any accident/incident.

To mitigate crime, the college Security Services Department works closely with all police jurisdictions, in particular those in Skagit, Island and San Juan counties.

Administrative Responsibility: Vice President, Administrative Services

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
POLICY ON RESTRICTED USE OF SKATEBOARDS, ROLLER SKATES/BLADES,
SCOOTERS, AND TWO WHEELED MOTOR BIKES (RECREATIONAL EQUIPMENT)**

Section: 7050

**Initial Date of Approval: 1/30/09
Revision Date(s): 6/14/10, 5/25/16**

PURPOSE

Provide guidelines for the use of recreational equipment (skateboards, roller skates, roller blades, scooters, motor bikes, and bicycles) on College grounds to 1) protect and control pedestrian traffic and traffic of persons using the above mentioned recreational equipment, and 2) to protect from physical damage and more than ordinary wear to the wooden and concrete benches, brick and paved walkways, stairs, steps, loading ramps, handrails, plazas, and ramps for the disabled, caused by the use of the recreational equipment on such areas.

REFERENCES

RCW 28B.50.140(10)
RCW 28B.50.140(13)
WAC 132D-350(40)
WAC 132D-150

WAC 132D-350 Restricted use of skateboards, roller skates, scooters, two-wheeled motor bikes and bicycles (recreational equipment)

POLICY

Skateboards, roller skates/blades, scooters, and two wheeled motor bikes (recreational equipment) may not be used on the campus without prior approval for such use by the Vice President of Administrative Services or his/her designee(s). Bicycles are allowed on campus when used in a safe manner.

PROCEDURE

Definitions

"Skateboards" shall mean oblong or rectangular board, made of wood, plastic, metal or components thereof, with wheels ridden, as down an incline, usually in a standing position. It may or may not be motorized; "roller skates/blades" shall mean a shoe with wheels attached for skating over a flat surface, or a metal frame with wheels attached that can be fitted to the sole of the shoe; "scooter" shall mean a foot operated vehicle

consisting of a narrow board mounted between two wheels, tandem, with an upright steering handle attached to the front wheel; "two wheeled motor bikes " shall mean all two wheeled vehicles powered by a motor (see also parking and traffic regulations). This equipment shall be commonly referred to as recreational equipment for the purpose of this policy.

Enforcement

1. Enforcement of this chapter shall be the responsibility of College President and Vice President of Administrative Services.
2. A user of the above described recreational equipment who refuses to abide by these regulations will be asked to leave the campus. Refusal to obey will subject the person to being cited for trespass under the provisions of Chapter 9A.52 RCW.
3. If the user is a student, the student will be asked to refrain from using the equipment on campus. If the student refuses, a proceeding may be initiated under the Code of Student Conduct, WAC 132D-150.

Administrative Responsibility: Vice President Administrative Services

SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
CHILDREN ON CAMPUS

Section: 7000	Initial Date of Approval: 1/30/09
Subsection: 7060	Revision Date(s): 5/11/15

PURPOSE

To promote a safe, healthy, and productive environment at all Skagit Valley College locations. These procedures are implemented in the context of welcoming visitors and families and protecting children, all while respecting the educational and work environments that are at the center of achieving the College's mission

REFERENCES

WAC 132N-150-150 Children on Campus

POLICY

This policy pertains to all employees and persons who visit the College, participate in classes, and/or programs, events, or activities. A child is defined as a person who has not achieved their 16th birthday and is not enrolled as a Skagit Valley College student.

Skagit Valley College recognizes that children often appropriately accompany adults during visits to campus. Children, however, need at all times to be under the supervision of their parent(s) or designated guardian. It is inappropriate for a parent to ask a member of the College community to assume supervision, unless he or she is leaving the child in a college program sanctioned for children as defined in this policy.

PROCEDURE

Children are not permitted in classrooms, campus labs or clinical facilities at Skagit Valley College except with the specific approval of the faculty member responsible for the class to satisfy classroom or clinical objectives. Exceptions may be granted on an emergency basis, and for a specific and limited period of time. Children are NOT allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents, or any hazardous products are stored or used such as science and computer laboratories, art studios, the welding shop, and the weight room.

No employee, student, or visitor to the College shall leave a child unattended at the College, including in campus buildings, on campus grounds, or in a vehicle; nor shall a

child be left with a College employee unless that child is enrolled in an authorized program of the College.

Skagit Valley College offers certain programs and activities targeted towards children (i.e., Head Start, ECAAP, Kid's College). The College provides supervision for children enrolled in these activities. The College does not supervise children outside of such programs nor may its employees, agents, or students accept responsibility to do so on behalf of the College.

Children shall not be present at an employee's workplace (e.g., office, classroom, shop, etc.) in lieu of other child care arrangements during the employee's working hours. Exceptions may be granted on an emergency basis and for a specified and limited period of time by the appropriate supervisor or his/her designee.

When a child is present in the classroom or workplace, it is the responsibility of the parent/accompanying adult to ensure that children do not unduly disrupt the educational or work setting.

Administrative Responsibility: Vice President of Administrative Services

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
ANIMALS ON CAMPUS**

Section: 7000	Initial Date of Approval: 1/30/09
Subsection: 7070	Revision Date(s): 5/11/15

PURPOSE

Provide guidelines for having animals on any SVC campus or center.

REFERENCES

WAC 132D-140-080 Pets on Campus
Island County Code Title 6.08
City of Anacortes Municipal Code Title 6
Mount Vernon Municipal Code Titles 60.04 and 6.08
Oak Harbor Municipal Code Titles 7.04, 7.08, 7.20 and 7.32
Town of Friday Harbor Municipal Code Chapter 6.04

POLICY

Animals on the grounds of SVC shall be in the physical control of their owner in accordance with the codified regulations found in the jurisdiction in which the campus or center resides. The owner or immediate handler is responsible for all cleanup and control of their animal during their time on campus.

Only service animals are permitted to enter buildings operated by SVC.

Administrative Responsibility: Vice President of Administrative Services

SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
CUSTODY, CONTROL AND ISSUANCE OF KEYS

Section: 7080	Initial Date of Approval: 1/30/09 Revision Date(s):
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PURPOSE

To provide guidelines for appropriate control of keys to college facilities

REFERENCES

POLICY

The custody, control, and issuance of door, padlock, and other keys that are part of the Skagit Valley College master system shall be the direct responsibility of the Director of Physical Plant or his/her designee.

PROCEDURE

Keys will be issued only with the signature of the Director of Physical Plant or his/her designee and only after written justification prepared by an Associate Dean, Dean, or other authorized personnel. Staff or faculty member will initiate request with immediate supervisor, Associate Dean, or Dean who will prepare written justification for issuance and forward the request to Director of Physical Plant. If the request has adequate justification, the key will be issued. If, in the opinion of the Director of Physical Plant, the justification is inadequate, it will be returned to the initiator for further justification.

All keys must be signed for by the person receiving same. All keys must be promptly returned when no longer needed for the purposes issued or upon request from the facility director or his/her designee.

Greatgrandmaster keys will be issued only with signature of the President of Skagit Valley College or his/her designee.

No keys will be reproduced without written authorization of the Director of Physical Plant or his/her designee.

All disputes involving justification which cannot be resolved by mutual agreement will be adjudicated by the President of Skagit Valley College or his/her designee.

Administrative Responsibility: Vice President Administrative Services

SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Strategic Space Use

Section: 7090	Initial Date of Approval: 1/9/2018 Revision Date(s):
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PURPOSE

The purpose of this policy is to comply with new Office of Financial Management (OFM) guidelines concerning the strategic use of spaces owned by State agencies.

REFERENCES

[RCW 43.82.055](#)
[RCW 43.82.055 - 2017-23 Six-Year Facilities Plan](#)
[OFM State Facilities Policy 1.01](#)

POLICY

Skagit Valley College (SVC) is an agency of the state of Washington. SVC uses its facilities to support its broad educational mission. SVC currently leases approximately 3,536 square feet of space. SVC also uses approximately 536,143 square feet of state owned real property.

The Office of Financial Management (OFM) is required by RCW 43.82.055 to establish and enforce policies and workplace strategies that promote the efficient use of state facilities.

The purpose of this policy is to comply with OFM State Facilities Policy 1.01 requiring all agencies with over 50,000 square feet of space to establish and submit administrative policies for space use in alignment with their guidelines by September 1, 2017.

SVC will follow OFM's space use policy as required by OFM policy 1.01, and RCW 43.82.055

PROCEDURES

College staff shall coordinate with the Vice President of Administrative Services for compliance with OFM policy for all new, expanded or relocated spaces; or reconfiguration of more than 50% of existing contiguous spaces.

The Vice President of Administrative Services shall coordinate with the State Board's Capital Budget Director and OFM facility oversight for funding and approvals, as necessary.

Administrative Responsibility: Vice President of Administrative Services

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
OPERATION OF UNMANNED AIRCRAFT SYSTEMS**

**Section: 7000
Subsection: 7100**

**Initial Date of Approval: 11/8/2018
Revision Date:**

PURPOSE

Provide guidelines for the safe use of unmanned aircraft systems (UAS), by any person, from or above the College's campuses or properties. Operation of any UAS is regulated by the Federal Aviation Administration (FAA).

REFERENCE

<https://www.faa.gov/uas/> - Federal Aviation Administration (FAA) website governing Unmanned Aircraft Systems

BACKGROUND

An UAS, sometimes called a drone, is an aircraft without a human pilot onboard – instead, the UAS is controlled by an operator on the ground. The UAS operations are regulated by the Federal Aviation Administration (FAA). Skagit Valley College establishes the following policy to govern the operation by any person of a UAS from or above the college's campuses or properties. The policy is established to require and ensure compliance with ALL applicable laws, reduce safety risks, and preserve the security and privacy of members of the Skagit Valley College community.

POLICY

Anyone wishing to operate a UAS vehicle over SVC campuses and properties must obtain prior approval from the Vice President of Administrative Services (VPA) using the ***Request for use of Unmanned Aircraft Systems at SVC*** form. This form may be obtained through the VPA's office.

Commercial Operators, Civil Operators and hobbyists are expected to possess a valid Certificate of Authorization from the FAA and be contracted and/or approved by the VPA.

Student projects, faculty, or staff wanting to operate a UAS over campus property may be considered without a Certificate of Authorization from the FAA. The determination will be made by the VPA based upon the scope of the request.

The VPA may designate another college official to approve such requests if the VPA is not available.

Any other UAS operations that do not meet the conditions listed above shall be prohibited on SVC campuses and properties

Administrative Responsibility: Vice President of Administrative Services

SKAGIT VALLEY COLLEGE
POLICY FOR
USE OF OPIOID REVERSAL MEDICATION

Section: 7110	Initial Date of Approval: 3/11/2020
	Revision Date(s):

PURPOSE

The purpose of this policy is to set the parameters by which Skagit Valley College (SVC) will operate a program to administer opioid reversal medication in emergency cases.

REFERENCES

Substitute Senate Bill 5380 signed into law May 13, 2019
RCW 69.41.095
August 2019, Standing order from Washington State Department of Health

POLICY

- I. SVC will maintain an active plan for administering opioid overdose reversal medication.
- II. SVC will train designated personnel to administer opioid overdose reversal medication as a result of symptoms of an opioid related overdoses. Designated personnel are: The Director of Campus Safety and Security, all Campus Security Officers (CSOs), all security guard, selected Resident Assistants (RAs) at Campus View Village (CVV) residence hall, and any other personnel deemed appropriate based on location and/or duties.
- III. At a minimum, the medication will be stored in the campus safety offices at Mount Vernon and Whidbey Island campuses, and at CVV.
- IV. Whenever possible, campus safety/security personnel should be the primary responders who administer medication, and before administering the medication the responder will call 9-1-1 or the local emergency medical provider.
- V. Designated personnel who are regular employees of the college will receive refresher training at least annually.
- VI. Opioid overdose prevention training will be incorporated into the college's existing drug and alcohol prevention programs, and in the orientations for new employees, new students, and new CVV resident orientation.
- VII. After an incident where opioid reversal medication is administered a follow up process will be put in place and at a minimum, it will include intervention by a college mental health counselor or trained peer counselor, or referral to a local community mental health provider, or the person will be given access to resources through the human resources office. Student conduct steps may be taken if appropriate.
- VIII. Follow up and outreach to responders who are involved in overdose incidents will be conducted as appropriate

Administrative Responsibility: Vice President for Administrative Services.
