

ACTION ITEM #14

**Proposed Revisions to the Washington Administrative Code (WAC)
Chapter 504-35 – Facility Use Rules for Other than
First Amendment/Free Speech Activities
(Leslie Brunelli/Danielle Hess)**

March 7, 2025

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Proposed Revisions to the Washington Administrative Code (WAC)
Chapter 504-35 – Facility Use Rules for Other than First Amendment/Free
Speech Activities

PROPOSED: That the Board of Regents approve proposed revisions to the
Washington Administrative Code (WAC) Chapter 504-35 – Facility Use
Rules for Other than First Amendment/Free Speech Activities

SUBMITTED BY: Leslie Brunelli, Executive Vice President, Finance and Administration/CFO

**SUPPORTING
INFORMATION:** In summer 2024, a sub-committee of WSU's Risk Management Advisory
Group (RMAG) met to review WSU's facility use regulations and drafted
proposed revisions to the chapter. Subsequently, the proposed revisions
underwent a thorough internal vetting, editing, and approval process,
including review by the full RMAG, the Finance and Administration
Officers Committee, Faculty Senate, the WSU Division of the Attorney
General's Office, Purchasing and Contract Services, Real Estate Office,
and others. The changes were then provided to the System Leadership
Collaborative for review in November 2024 and approved by President
Schulz.

These revision updates the regulation in accordance with WSU's
current structure and best practices. It includes the following changes:

- Eliminates reference to the "campus use committee," which no longer exists,
- Requires Risk Management and each campus to maintain a list of approving authorities for facilities that may be rented for outside use,
- Requires a facility use agreement for outside use of WSU facilities,

- Requires fees for facility use to recoup all costs, direct and indirect,
- Specifically authorizes approving authorities to deny a request for outside use,
- Requires approving authorities to notify Risk Management prior to approving certain specified requests that involve higher levels of risk, and
- Deletes the administrative trespass section and moves it to WAC 504-31 (Conduct on University Property) (see Action Item 15).

In accordance with state rulemaking requirements, a public hearing on the proposed revisions was held on January 23, 2025. No oral or written comments were received.

A redline version of the proposed revisions is attached.

ATTACHMENT: WAC Chapter 504-35 (redline)