Gonzaga University School of Law
Building Use Policy

This policy governs the use of Gonzaga University School of Law facilities and establishes procedures for reserving space for appropriate activities and events.

1. Availability of Facilities & Priority

(a) The Event Coordinator shall observe the following priorities, in the order presented, in authorizing the use of Law School facilities under the Event Coordinator’s control.

(1) The Law School’s educational program, including but not limited to classes, examinations, make-up classes, and tutorials;

(2) Law School meetings and events, including but not limited to those of or organized by the Dean’s Office, a faculty committee, the Admissions Office, the Center for Professional Development or the Institute for Law School Teaching, and CLE programs sponsored by the Law School;

(3) Meeting and events sponsored by a Law School recognized student group, including but not limited to moot court practice rounds;

(4) Events sponsored by Gonzaga University;

(5) Hearings, trials, or similar events of a federal, state, or tribal court or governmental agency;

(6) Bar review classes available to Law School students or graduates and provided by a bar preparation company;

(7) CLE programs and similar events sponsored by a federal, state or county bar association;

(8) National standardized tests, such as the LSAT, ACTS, and MPRE; and

(9) Other events approved by the Dean or the Associate Dean for Administration after considering the educational content and value of the proposed event, the existence and amount of co-sponsorship by Gonzaga faculty or campus organizations, whether the event will be open and fee of charge to Gonzaga students, faculty, and staff, and the appropriateness of holding the event on campus.
(b) Law School facilities shall not be used for:

(1) Private events such as weddings, anniversaries, or parties;

(2) Rallies or meetings of political organizations, candidates for public office, or initiative campaigns; or

(3) Fund-raising events (other than those sponsored by the Law School, the University, or its subdivisions or departments).

(c) Space within the Chastek Library may be reserved only for the uses identified in paragraphs (1), (2) or (3) of subsection (a).

(d) The Faculty/Staff Lounge may be reserved only for the uses identified in paragraphs (1) or (2) of subsection (a).

(e) Approved activities and events shall not be conducted later than 10:00pm without prior authorization from the Dean or Associate Dean for Administration.

(f) Any non-University organization using Law School facilities must, prior to the event, complete a Facility Use Agreement and, if requested, provide proof of adequate liability insurance.

(g) Unsupervised children are not allowed in the Law School at any time.

2. **Compliance with Policies**

(a) The sponsor of an event at the Law School is responsible for assuring compliance with all applicable University and Law School policies, including the Alcohol Policy, Smoking Policy, and Events Policy.

(b) When the Event Coordinator schedules a non-University event at the Law School, the Event Coordinator shall provide the event sponsor with a copy of or link to all applicable University and Law School policies.

3. **Food and Beverages**

(a) Non-University groups cannot bring alcohol in the building.

(b) Food and beverages shall not be placed on tables or furniture in the Barbieri Moot Court Room unless in spill-proof containers.
4. Smoking

(a) Smoking is not permitted at any time in the Law School or, except as provided below, anywhere else on the grounds of the Law School.

(b) Smoking is permitted outside the first-floor student lounge on the patio, but not within 25 feet of the building.

(c) Smoking is permitted in front of the building only between the hours of 5:00pm and 10:00pm.

5. Process for Reserving Space

(a) (1) Except as provided in paragraphs (2) or (3), a request to use Law School facilities must be made to the Event Coordinator, Waunita Myers, 313-3733.

(2) A request to use space within the Chastek Library, including the Rare Book Room, must be made to the Chastek Library Director’s administrative secretary, Laura Miller, 313-3781.

(3) A request to use the Workland Conference Room or the Faculty/Staff Lounge must be made to the Assistant to the Dean, Stephanie Conlon, 313-3700.

(b) All reservations must indicate the event sponsor reserving the space, contact information for the event sponsor, and the purpose of the event.

(c) Non-university events shall not be scheduled any sooner than 30 days prior to the event to ensure that the needs of the Law School community are prioritized. If an event is to be held outside of the Law School’s normal hours of operation, the Event Coordinator shall arrange for the front door of the Law School building to be unlocked during the event. The Event Coordinator shall maintain a record of all reservations made by the Event Coordinator.

(d) A rental agreement is required for all non-University events. The Event Coordinator shall provide the event sponsor with a Facility Use Agreement for the event and require that the event sponsor properly executed and returned the Agreement prior to the event. The Agreement shall require the event sponsor, in all its advertisements and materials for, and notices of, the event, to expressly and conspicuously indicate that the event is not sponsored by either the Law School or Gonzaga University and shall prohibit the event sponsor from using, in connection with the event, any logo or insignia of either the Law School or Gonzaga University.

(e) Unless waived by the Dean or the Associate Dean for Administration, a fee pursuant to the attached schedule shall be charged for the use of Law School facilities for any non-
University event. No charge shall be imposed for activities sponsored solely by either the Law School or Gonzaga University.

6. **Use of Equipment**

   (a) The event sponsor for a non-University event may use the audio-visual equipment in the room(s) reserved for an event, provided that, at least two weeks in advance of the event, the sponsor contacts the Chastek Library’s A/V Technician, Dalean Neiner, (509) 313-3795, to review the terms of use. If the event sponsor for such an event needs assistance with the audio-visual equipment, other than a brief explanation during normal weekday business hours of how to operate the equipment, there will be an additional charge for such assistance. The event sponsor is responsible for any damage to audio-visual equipment used during or in connection with the event.

   (b) The fee schedule for reserving rooms for non-University events shall be designed to recover costs for ordinary utilities, security and custodial services. Additional charges shall be imposed for activities requiring more extensive set-up and breakdown, cleanup, furniture, additional audio-visual equipment, assignment of security, etc.
Daily Rental Rates for
Law School Facilities

Effective for Reservations Made on or after August 1, 2013

<table>
<thead>
<tr>
<th>Facility</th>
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<tbody>
<tr>
<td>Barbieri Courtroom</td>
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