



**SURC Policies, Procedures
& Guidelines**

Cancellation and Change Order Policy



CANCELLATIONS:

Any purchasing, preparation, or set-up completed by Student Union staff before a scheduled event is billable, regardless of cancellation. Cancellations by Student Organizations, University Departments and Non-University Groups must be made in writing at least 10 business days prior to scheduled event set-up. Repeated failure to do so may result in suspension of reservation rights.

All clients scheduled through Conference Services more than 90 days in advance are subject to pay a 50% room rental cancellation fee plus all unique costs incurred by Central Washington University in preparing for the events, unless cancellation is made in writing to the Scheduling Center within 30 days of submitting the reservation.

CHANGE ORDERS:

All events that make resource or setup changes within 24 hours of the event set-up time may incur a late fee per item changed. Substantial changes may not be permitted, and are subject to Student Union Operations' determination.

Decorations



While we recognize the need for decorations at some events, the following regulations have been established in keeping with Central Washington University Policy, Fire Safety, and facility maintenance considerations:

- Taping materials to walls, woodwork, brick, or other building surfaces is strictly prohibited. When removed, tape damages paint, causes surface deteriorations or leaves behind residue. Violation of this policy will result in cleaning and repair fines.
- Nails, tacks and staples are not permitted for general use on building surfaces. Tacks and staples should be used on surfaces approved for posting only.
- Decorations must not block or limit access to doors, fire extinguishers, fire sprinklers, or manual pull stations. Decorations may not be hung from light fixtures or fire sprinklers.
- Decorative paper materials, stage props, draping, etc. must be flame retardant and meet City of Ellensburg and Central Washington University Policy.
- While not restricted, the use of glitter should be discussed with the Student Union Operations office. Cleaning fees may apply if excessive amounts of glitter is used.
- Special care should be taken if helium balloons are used to ensure they are weighted down properly to avoid any floating up to the ceilings. Special permission must be obtained to place balloons throughout the building in public spaces (corridor, stairs, entrances, etc.)
- Open flames, including candles, must follow fire code and be approved by Student Union Operations 509-963-1321. Some circumstances will require an additional permit by Kittitas Valley Fire and Rescue.
- Please make prior arrangement with the Student Union Operations office at 509-963-1321 to help meet your decorations goals. We have many items on hand such as partition boards to assist with your signs and decorations without violating building policy.

Display & Exhibit Guidelines



- Event space (PIT, meeting rooms, etc.) cannot be reserved for standalone displays. We have reservable partition space and partition boards for rent for this purpose. Please see our Partition Boards Policy for details.
- Event space will only be reserved for exhibits if there is a programmatic component incorporated with the display/exhibit. i.e. someone from the coordinating organization is onsite and available for questions and to give information. Unless otherwise approved by the scheduling office, the length of reservation shall not exceed three days.
- Exhibits/displays within event space will be treated as any other event with a beginning and an end time. The space will be locked and closed to the public prior to the event time and after event time. Depending on space demands you may be asked to remove your materials at the end of your event time each day.
- A display/exhibit cannot block cameras or impede traffic flow.
- A display/exhibit cannot interfere with normal daily operations or other events.

General Rules & Guidelines



- Adhere to all building signage and posted rules.
- Adhere to all university policies and regulations.
- No Posting of posters or signage in windows or unauthorized locations. For a list of authorized posting locations and policies, see the Information Center.
- No animals other than service animals.
- No smoking within 25 feet of the facility.
- Keep general noise to a minimum during business hours. No loud or disruptive music between 8:00am-12:00pm & 1:00-5:00pm. Free hour from 12:00 to 1:00pm. Approved Exception Request required to circumvent this rule.
- No taping, tacking, gluing or adhering items to the floors, walls or ceilings. For assistance on hanging items please see Student Union Operations.
- No use of haze, fog, or atmospheric materials.
- No open flames. For detailed policy please see Student Union Operations.
- No alcohol consumption outside of rooms listed on alcohol permit.
- No bikes, skate boards, scooters or other micro-mobility devices within the building. (WAC 106-116-856)
- No vehicle traffic on patios or posted pedestrian walkways.
- Adjustments within all spaces must be performed by Student Union Staff. This includes furniture, equipment, and thermostats.
- No solicitation outside of approved areas.

Partition Space & Board Procedures



SURC Partition Space

There are two reservable partition spaces in the SURC. The Student Union has partition boards that can be rented for use in these spaces. Groups can reserve a space and a partition board for up to two weeks at a time. To reserve partition space the group must be a university department or registered club/organization.

Daily Rate for partition board rental:

- S&A Funded Areas \$7.50 / day
- Department/University Group \$15.00 / day
- or- Groups may provide their own partition board

This cost is for the rental of the partition boards only. If an organization chooses to supply their own partition board there is no charge for the partition space.

Groups that wish to utilize partition board space must:

1) Reserve partition space on 25Live using the location SURCPARTITION02 or 03 with event type SC-Displays & Advertisements. *You can contact the Scheduling Center for assistance at scheduling@cwu.edu or 509-963-1321.*

-AND-

2) Submit their display content to the Student Union Advisory Board for approval by completing the Exception Request Form online at:

https://cwu.co1.qualtrics.com/jfe/form/SV_8Ane7VgonWw36Kx

An Exception Request must be submitted 15 days prior to first day of partition space reservation. Once the form has been submitted, the Student Union Advisory Board will review it and then email the group with their decision. If approved, the group can begin posting on the partition board the first day of the reservation.

Partitions can only be placed between the first two sets of pillars at the east end of the tabling corridor on the main floor. Any other location must be approved by the Student Union Advisory Board through the Exception Request. Event space (pit, meeting rooms, etc.) cannot be reserved for standalone displays. Student Union Operations will place the partitions. They are not to be moved by the group without approval from Student Union Operations.

Only one board will be assigned to each group and only two partition spaces reserved at a time. Long-term partition displays will not be approved.

Please see following page for details regarding information requested on the exception request.

NOTE: Be prepared to provide this information on the Exception Request Form.

- Name of CWU Organization/Department
- Contact Person
- Phone
- Email
- Event Name
- Purpose
- Space reserved
- What is your exception?
- Event date set-up and tear-down
- Target Audience
- Estimated attendance
- Reservation reference code
- Event set-up described in detail
- What materials/decorations/banners will you use?
- Will you have music?
- Will you have food?

Partition Boards for Events

Partition boards can be rented for use at events/meetings within the SURC, within the groups reserved space. They cannot be rented for use outside the SURC.

A reservation must be made with the scheduling center to have a partition board added and available for your meeting/event. Contact the Scheduling Center at scheduling@cwu.edu / 509-963-1321.

Daily Rate:

- S&A Funded Areas \$7.50 / day
- Department/University Group \$15.00 / day
- Non-University Group \$22.50 / day

Dimensions

Partition boards measure approx. 6 feet high. There are 9 sections, each approx. 22 inches, that accordion fold out for a total length of 16.5 feet.

Surveying & Solicitation Policy



The purpose of this policy is to regulate surveying and solicitation within the Student Union and Recreation Center (SURC) while continuing to provide groups and individuals the right to communicate their activities, services, and ideas with the campus community.

SURC Grounds and Building

1. Surveying and Solicitation is prohibited in all interior and exterior SURC spaces including, but not limited to, the Recreation Center, Wildcat Shop, dining areas (Holmes Dinging Hall, Convenience Store, Market Place, and Cat Trax), Student Union, administrative offices, event and meeting spaces, exterior patios (east and west), and North SURC Lawn.
2. Surveying and Solicitation is **only** permitted within an individual or groups scheduled table space in these areas:
 - a. The first floor area where table locations can be reserved.
 - b. East or West patio spaces where table locations can be reserved.

Tables must be reserved through Scheduling Services. Groups and individuals must follow the SURC's tabling guidelines.

3. Groups and individuals must not block egress areas or the flow of traffic. All individuals tabling must stay **behind** their reserved table and may not leave their table space to approach anyone within the building.
4. Prior to distribution, Scheduling Services must approve the distribution of materials.

Campus Grounds

1. Surveying and Solicitation on campus grounds, which consists of outdoor areas of the campus that are generally open and accessible to the public, will be permitted provided University and State policies are met.

Campus Buildings

1. Solicitation and Surveying is not permitted within university buildings.

For full reference see: [WAC 106-141-050](#)

NOTE: Be prepared to provide this information on the Exception Request Form.

- Name of CWU Organization/Department
- Contact Person
- Phone
- Email
- Event Name
- Purpose
- Space reserved
- What is your exception?
- Event date set-up and tear-down
- Target Audience
- Estimated attendance
- Reservation reference code
- Event set-up described in detail
- What materials/decorations/banners will you use?
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A reservation must be made with the scheduling center to have a partition board added and available for your meeting/event. Contact the Scheduling Center at scheduling@cwu.edu / 509-963-1321.

Daily Rate:

- S&A Funded Areas \$7.50 / day
- Department/University Group \$15.00 / day
- Non-University Group \$22.50 / day

Dimensions

Partition boards measure approx. 6 feet high. There are 9 sections, each approx. 22 inches, that accordion fold out for a total length of 16.5 feet.

SURC Event Sponsorship



Sponsorship Applications are required for non-university events being hosted or sponsored by on-campus organizations (departments, clubs or organizations). Off-campus sponsored events receive a 50% discount from non-university room rental rate and department rate for equipment.

To determine an event's qualification for sponsorship we will ask:

- **Is this an event created and regularly held by an outside group not affiliated with the university?**
- **And how will it directly benefit Central current students?**

In other words, is this the third party's event and they are simply looking to hold it at Central? Or is this a collaboration created and initiated by a university organization? For example, a national association holds their annual meeting in different locales every year and this year wants a CWU department to host it in the SURC. That would require the department to fill out a sponsorship application and gain approval from the ASCWU Student Union Advisory Board.

NOTE: Events held by CWU registered student organizations with their affiliated national or regional organizations are an exception. In this case, a club must still follow the sponsorship process but if approved they will hold this event as their own and receive the usual S&A benefits offered to student registered organizations.

To apply for a sponsorship:

- 1) The CWU affiliated sponsoring department or club must schedule the event in 25Live through the Scheduling Center. The Scheduling Center will adjust the pricing to reflect the appropriate sponsorship rates.
- 2) The sponsoring department or club must complete the sponsorship application online at <https://www.cwu.edu/student-life/surc/about-us/policies-procedures.php>. This form is sent to the ASCWU Director of Student Life and Facilities, and the chair of the Student Union Advisory Board. The Scheduling Center will be notified of the submission as well.
- 3) If the sponsorship is approved, we will work with the CWU affiliated sponsoring department or registered student organization to plan the event.
- 4) If the sponsorship is denied, we will discuss with the sponsoring department or club whether to cancel the event or move it over into the name of the non-university third party.

NOTE:

- **The event must be booked by the sponsor, which is the university department or student registered organization.** They are the contact for the event and the only ones who can authorize changes and charges.
- **We will bill only the sponsor.** We will not bill the outside group. We do not get involved in the financial relationship between the sponsor and the third party.

Charges under Sponsorship:

- The sponsor will pay half of the regular, non-university room rate for each space they book. For example, a section of the ballroom is \$240. The event will be charged \$120.
- The sponsor will pay department rate on equipment, even if the sponsor qualifies for the S&A rate.
- There is no discount on labor charges such as Building Managers, ESS Technicians and custom room set up fees.

To prepare for the online form, you will be asked for the following information:

- Event Details (title, date, start & end times)
- Location
- 25Live reservation code (ex. 2020-ABCDEF)
- On-Campus Organization & Contact Sponsoring the Event
- Off-Campus Organization & Contact Being Sponsored
- Purpose and Description of Event statement (how does this event benefit students?)
- Why is there a need for Sponsorship?
- Billing Address/Mailstop of Sponsor
- Additional Info (optional)

At this time, this sponsorship process only applies to SURC spaces. There is no set policy for academic space other than the WAC below.

WAC 106-140-527 Available space—Prohibition.

University organizations or members of the staff, faculty, students, or administration of Central Washington University shall not be permitted to assume cosponsorship for another group or individual in order to favorably affect scheduling priority or to reduce the costs otherwise chargeable to such other group or individual. [Statutory Authority: RCW [28B.19.050](#) and [28B.35.120\(11\)](#). WSR 86-23-007 (Order 59), § 106-140-527, filed 11/7/86.]



Guidelines for Table Space Use

1. Tables must be staffed at ALL times they are reserved, and representatives must stay within a 1 foot radius of the table. If your table does not have staff present we reserve the right to remove your materials and cancel your reservation.
2. We only provide 6' x 18" table.
3. Tables are first come, first serve. They are numbered in 25Live for scheduling purposes only.
4. All hanging items must be affixed to your table only. You may NOT hang items on benches, walls windows or pillars.
5. Table space is available to all CWU registered student clubs, organizations and campus departments. Professors must contact the Student Union Operations office to reserve a table space for class projects involving individual students.
6. Table space is available for use by off-campus groups for a rental fee. Space may be used for dissemination of information about the organization or for a money-making project.
7. All food sales booths must have permission from Student Union Operations. Food restrictions apply, e.g., only food that is prepackaged will be allowed, etc. Contact Student Union Operations at 963-1321 for more information.
8. No political candidate or group supporting specific candidates for political office or persons or groups campaigning for specific political issues, or political candidates can use University space or facilities free of charge. Per WAC 106-140-410. The purpose of Central Washington University is to provide a liberal education in a number of academic fields; it has been established for public benefit rather than for the benefit of any private endeavors. In no case may University facilities or services be used to establish or maintain an office or headquarters for a political candidate or partisan political cause. Per WAC 106-140-411
9. The conduct of the person or organization selling goods or services on campus is expected to be polite and non-obtrusive. Aggressive selling or harassment of members of the University Community or the general public will result in the revocation of an individual's or organization's rental agreement. The Student Union reserves the right to refuse or to have removed any seller which has not met the requirements of the Student Union or is in violation of any state or federal law.
10. Tabling cannot interrupt the normal flow of pedestrian traffic.
11. Organizations tabling in the SURC cannot promote the use of alcohol or drugs (even legalized). They cannot promote anything that will cause debt for students, i.e., credit cards, car sales, etc.

Central Washington University is not responsible for the quality, merchantability, or fitness of these goods or services.

Student Union Table Rental Schedule

Purpose: This Schedule is designed to support the student experience in the Student Union and to ensure equity relative to the use of the Service & Activities Fees (S & A) supported facility. This initiates a schedule of table rentals for external business engaged in commercial and/or business activity. The schedule enables external commercial vendors to sell items in the Student Union on a limited basis. It also allows outside businesses to rent tables for recruitment and/or promotional activity. The fees instituted herein are purposely set to acknowledge the benefit of business activity to and for university students. However, the Student Union is supported by S & A funds, which are not intended to supplement non-S & A university departments.

I. CWU Student Registered Organizations (ICA Clubs, ESC Orgs, Sports Clubs) and Departments:

Table space, in the Student Union, is available to all CWU registered student clubs, organizations and campus departments free of charge. Space may be used for dissemination of information about the organization or for a money-making project for student clubs only.

II. Off-Campus Groups and Organizations:

If exception is granted, individual off-campus commercial groups are limited to renting table space for a maximum of five days with a two week break between each reservation.

Each off-campus group or organization selling goods or services on the campus of Central Washington University shall be responsible for the payment of any sales taxes, income taxes, or other taxes resulting from sales. Also, a current Washington State Sales Tax Number is required before a table will be rented.

Rental Rates for off-Campus Groups:

A. Outside information or giveaways:
\$25 per day
Maximum five days with a 2 week break between reservations

B. Outside vendor sales (NO CREDIT CARD APPLICATIONS):
\$40 per day
Maximum five days with a 2 week break between reservations

III. Political Campaigns

- A. Table space may be reserved in the Student Union for City, County, State and Federal political campaigns in accordance with WAC USE OF FACILITIES FOR CAMPAIGN PURPOSES and WAC 106-140-411 USE OF FACILITIES FOR CAMPAIGN PURPOSES - REQUIREMENTS. Use of bulletin boards for such campaign purposes in the Student Union is prohibited. Rental of space is subject to a two-day limitation per academic session per campaign candidate or campaign issue.
- B. Use of Student Union facilities for campaign purposes for CWU students will be in compliance with the policy set forth by and administered through the ASCWU & Student Involvement Office Election Commission.

Rental Rates for Political Campaigns: \$25/day

Procedure for Reserving Tables Space:

1. Please contact the Student Union Operations & Scheduling Office to schedule a table space.
SURC, 146
schedule@cwu.edu / 509-963-1321
2. For off-campus groups the Scheduling Office must receive a signed copy of the Facilities Usage Agreement and payments prior to use of tables.
3. University departments must provide a speedkey at the time of reservation. Registered clubs and organizations will use a clearing speedkey provided by the Scheduling Office.
4. Upon completion of the appropriate paperwork and payment process, your table may be set up.

General Information

Food Booths:

Food sales are limited to pre-packaged goods from a reputable source only and subject to the Catering/Dining Policy. Items must be individually pre-packaged prior to being displayed. Baked goods sales tables are restricted to the designated table space area only.

CWU NOT RESPONSIBLE FOR SALES: Central Washington University shall not be responsible for the quality, fitness, or merchantability of goods or services sold on the campus of the University. No person or organization selling goods or services in accordance with the provisions of the policy shall advertise, represent, or claim to be an agent or employee of Central Washington University. All persons or organizations offering for sale, or selling goods or services on the campus of Central Washington University shall prominently display a sign, which contains the following language:

“Central Washington University is not responsible for the quality, merchantability, or fitness of these goods or services”

Traffic Flow:

The dissemination of information and the sale of goods or services shall not interrupt the normal flow of pedestrian traffic.

General Conduct:

The conduct of person or organizations selling goods or services on the campus of CWU is expected to be polite and non-obtrusive. Aggressive selling or harassment of members of the University Community or the general public will result in the revocation of an individual’s or organization’s rental agreement. The Student Union reserves the right to refuse or to have removed any seller which has not met the requirements of the Student Union or is in violation of any state or federal law.

Vehicles in the SURC



The 2012 International Fire Code states:

314.4 Vehicles Liquid or gas-fueled vehicles, boats or other motor craft shall not be located indoors except as follows:

1. *Batteries are disconnected.*
2. *Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least).*
3. *Fuel tanks and fill openings are closed and sealed to prevent tampering.*
4. *Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.*

Contact the Fire Department for additional information and details.

Requirements for Car Bash

The organizing department or student registered club must work closely with the Scheduling Center to ensure all steps and policies are met. 509-963-1321

1. Patio space reserved in 25Live.
2. Exception Request submitted and approved.
3. Car must be prepared according to safety requirements provided to requestor (eg, glass and fluids removed).
4. Patio must be tarped.
5. Stanchions for crowd control.
6. Car must be towed in and out by a reputable tow company.
7. Students must wear appropriate clothing, gloves and safety glasses.
8. Students must sign waiver (see Release of Liability template).

FAQ: Music

Public Performance Rights



What do I need to know about playing music at my event?

To play music at an event or in spaces on campus, event coordinators must make sure that the university has permission to play the music. This includes checking each song to make sure CWU has the rights to play the song AND obtaining the songs from a source that allows public performance. KCWU 88.1 the 'Burg, CWU's college radio station, can be of assistance.

Can I stream music at my event?

No, you cannot stream music at an event from personal accounts such as Spotify, Pandora, etc. These streaming services are for personal airplay, not public performance, which includes meetings.

What are my options if I want music at my event?

KCWU 88.1 the 'Burg, CWU's college radio station, can be hired to provide music that is legally sourced and suitable for public performance. They have a variety of music styles that can be played and have setups for small groups or very large groups. For more information e-mail kcwu@cwu.edu.

You may stream KCWU 88.1 at your event for free and without any legal requirements. You should to contact the BURG to discuss programming during your event time.

Burg2 is also available at <https://www.881theburg.com/> It is a selection of throwback hit music.

Can I hire a DJ for my event?

Yes. You can hire a DJ that has proper licensing to provide music at your event. The DJ should have all the proper music licensing as well as a business license. It is the event organizers responsibility to relay any set-up and technical requirements the DJ may have to the Student Union Event Support Staff and Scheduling Center.

Where can I play music in the SURC?

Once proper licensing rights have been obtained and/or appropriate services established, music can be played in any meeting and event space in the SURC at anytime with the exception of public spaces such as the Pit, Main Floor Corridor, Mezzanine or Patios. To play music in those spaces an Exceptions Request Form must be submitted and approved by the Student Union Advisory Board. This is to ensure there is not a disturbance to other events taking place in the building and/or to interfere with places of business and offices located within the SURC. The only exception to this is if you plan to play music only during the hour of 12pm to 1pm. Music played within this hour does not need an Exception Request Form. However, if you plan to play music before 12pm or after 1pm then an exception request is required.

Many meeting spaces in the SURC are setup with in-house speakers that are connected to stream the Burg without any extra requirements.

The Exceptions Request Form can be found here: <https://www.cwu.edu/student-union/forms>

What about the volume?

Regardless of the place or time, the volume should be kept at an acceptable level. The Student Union Operations staff reserve the right to request any music level changes at any time.

What about the patios? Can I play music out there?

Yes, as long as all the proper licensing and/or services have been established. An Exception Request Form is required for the patio spaces.

**For additional information connect with the
Scheduling Center at 509-963-1321
or visit KCWU's website at: <https://www.881theburg.com/>**

Be Aware: *Unauthorized use of music or video may result in a penalty or fine. This document is intended simply to provide guidance. It is your responsibility to adhere to all licensing laws.*

FAQ: Movies

Public Performance Rights



What are Public Performance Rights?

Public Performance Rights are the legal rights held by film distributors or producers over the showing of a film outside of one's home. The rights-holder can grant others the temporary right to show the film by selling them or granting them a Public Performance License.

When do I need to obtain a Public Performance License?

Anytime a film is shown outside a person's home, the screening is considered "public". It does not matter if admission is or is not charged or if the entity screening the film is a non-profit organization, school, or library.

I bought a Blu-ray or DVD. Does it include Public Performance Rights?

No. Blu-ray and DVD's are for personal use only. In general, they do not grant Public Performance Rights.

I bought a Blu-ray or DVD from a film distributor for my school or library. Does it include Public Performance Rights?

Most Blu-ray and DVD's are sold WITHOUT Public Performance Rights, but some Blu-rays or DVDs are sold with limited Public Performance Rights. They may enable you to play the Blu-ray or DVD for its lifetime in public screenings on CWU's campus. However, you may NOT copy the Blu-rays or DVD, lend it to other institutions or organizations, or charge admission for the screenings you hold with the Blu-Ray or DVD. These rules may vary, so check carefully with each film's distributor when purchasing a DVD or Blu-Ray of this kind to make sure you understand all applicable rules.

What about the "Teaching Exemption"?

The Copyright Act allows films to be screened in face-to-face teaching situations, defined by specific criteria. To be eligible for the teaching exemption, the screening is limited to students who are enrolled in a class in which the film is a part of systematic mediated instructional activities, the instructor is present, and the screening is an integral part of the classroom session. Playing films for a department, for honors students, or as a "film series" or lecture series does **NOT** qualify for the teaching exemption, but requires a Public Performance License.

What about YouTube or other streaming sites?

No. Most streaming services online are listed as ‘personal, non-commercial use’. There may be exceptions given “written personal consent”, so always check with the service first.

How can I obtain a Public Performance License for my screen?

You must contact the film’s distributor and negotiate the terms and fees for the film screening. Most distributors websites have an online catalogue where you can search for the film you want to show. You can also check out <http://www.imdb.com>, search for your film and then select the “Company Credits” link on the left side of the page to determine which movie studio created the film. If you have any questions, please contact the Scheduling Office at (509)963-1321 or schedule@cwu.edu. You can also look at mplc.org (Motion Picture Licensing Corporation).

Be Aware: *Unauthorized use of music or video may result in a penalty or fine. This document is intended simply to provide guidance. It is your responsibility to adhere to all licensing laws.*

Gaming on Campus

Raffles & Casino Nights



There are very strict rules and requirements for any type of gambling, even recreational activity. In order for anyone to conduct a raffle or a professionally run casino night on campus they would need a license from the Washington State Gambling Commission <https://wsgc.wa.gov/> (WAC 230).

Raffle: <https://wsgc.wa.gov/regulation-enforcement/education/raffles>

Recreational Gaming Activities and Fund-Raising Events: <https://wsgc.wa.gov/about-us/frequently-asked-questions/recreational-gaming-activity-rga-faq>

Approval Process:

Raffle

NOTE: A door prize drawing is not a raffle. Door prize drawings do not accept any form of payment for the chance to win (tickets are not sold, simply handed out). They do not require a license. Raffles sell tickets for money. You are paying for the chance to win or in other words, gambling that you might win a prize.

There are many conditions you must follow to hold a raffle. For example, you must show ownership of raffle prizes, such as a scooter, trip, etc., before you can raffle them off. If the item is a donation, then a statement from the company that made the donation of the item is necessary. All tickets must be sold for under \$100. There is specific language required on the raffle tickets. Ticket buyers must be 18 years or older. See the link above for more information.

Casino Night (if no money is involved):

If you are running your event on your own, you may be required to obtain a RGA or FRE license (see links above). However, amateur events that use non-professional gambling supplies (your own tables and personnel to run the event) instead of using a professional company and where no money is involved are exempt from licensing. The only thing required is to notify local law enforcement of the event. That could include CWU police, Ellensburg police, the sheriff's office or Mark Collier of the Commission. You should consult with the Gambling Commission just to be sure.

If you choose to use a Washington-licensed gambling equipment distributor, you will not need to acquire your own license. Your event can be held under their license. Be aware that out of state booking agents, even if contracting with local vendors, are required to be licensed by the Washington State Gambling Commission in order to conduct business associated with gambling type activities inside of the state. The WA Gambling Commission regulates the gambling equipment that would be used. Their permit allows your organization to be in possession of professional gambling equipment for the event.

Questions that should be asked of any company you use:

- Are they properly licensed in the State of Washington and do they follow the appropriate record keeping requirements?
- Will they be providing dealers? (If not, and you are providing people to deal, then you will be required to obtain a license.)

Casino Night (if money is involved):

If you plan a fundraising event or an event that will have a monetary value assigned to the chips, you will need a license. You should contact the Gambling Commission for direction on the appropriate and legal steps required.

In any situation, the Washington Gambling Commission can discuss requirements with the group prior to issuing a license.

We will need a copy of all documents prior to allowing the raffle or casino night.

Clubs, Organizations and Departments: Client must show the proper “flow” of funds through their club’s or department’s budget. This would ensure that all monies collected are correctly deposited into their CWU account.

Per the [S&A Guidelines III.B.6](#) - Is it acceptable for my S&A Funded organization to conduct a raffle?

Yes, but only with prior approval from the office of the Assistant Vice President for Financial Affairs (to ensure that your organization understands and complies with all requirements, restrictions, and reporting).

The net proceeds from each raffle must be used solely to supplement funding for your organization’s approved objectives and expenditure plan (see III. B. to determine how the proceeds from the raffle should be handled) and must also be limited to currently enrolled CWU students age 18 or older.

Questions?

- Business Services & Contracts at ext. 2335 for RCW or WAC codes and university policies
- Club Accounting at ext. 1338 for club financial responsibilities
- Washington Gambling Commission - askus@wsgc.wa.gov

Mark Collier
Special Agent
Washington State Gambling Commission
509-312-2591
Mark.collier@wsgc.wa.gov