

emblematic materials. All such variances of names and visual representations are considered UW trademarks, **which may only be used by official UW Tacoma entities**.

Student Life advisers can assist you in regard to University trademark questions and issues. Student Life advisers can also provide on-campus promotional ideas for your student organization to maximize exposure on campus. Student Life will also help your organization develop plans to enhance faculty, staff and student involvement in your activities.

Use of University Facilities (UUF)

Buildings and facilities at University of Washington Tacoma are available to members of the campus community—and people from external organizations—for special events.* Examples of events include:

- Student, faculty, and staff activities
- Continuing education courses
- Conferences and professional meetings
- Board meetings
- Guest speakers
- Seminars, lectures, and classes
- Community events

**Activities and events must be in accordance with [Chapter 478-136 WAC](#).*

For additional information on how to reserve UW Tacoma facilities please speak to a Student Life adviser and/or visit the UUF website at: www.tacoma.washington.edu/uuf.

Chalking Guidelines

Student organizations may use **water-soluble, non-aerosol chalk** on campus concrete or asphalt walkways to advertise their campus events. Chalk may not be used on brick, stone or marble walkways or any vertical surfaces (i.e., building walls, poles, public art, stairways, fences, etc.). The name of the student group as well as the date of the event must be included in all chalked announcements.

Student organizations may be disciplined and/or fined for violations of this policy. Fines will be levied based on the labor and materials needed to remove chalk by Facilities. Student organizations will be notified about chalking violations according to the disciplinary procedures in the Student Life Student Leader Guide.

Tabling Guidelines

Student organizations wishing to host a table on campus must adhere to all applicable University policies and procedures (ex: policy on partisan political activity or policy on the use of university facilities). Further, we ask students to be cognizant of and respect diverse values and beliefs of others when tabling [not hinder forward progression].

Risk & Liability

Some student organization events/activities, both on and off campus, may involve potential for risk. A review of current case law suggests that in addition to the student organization as a group, individual members and officers may incur some liability in the event of a claim. Student organizations, particularly those involved in potentially hazardous activities, are encouraged to investigate the purchase of liability insurance for their group's activities.

Activities taking place on campus will be evaluated on a case-by-case basis and student organizations may be required to purchase liability insurance if it is determined that a campus event involves some degree of risk or liability. Contact Student Life for specific information. Additionally, the Office of Risk Management may be of assistance.

COMMERCIAL ACTIVITIES * SALES * FUNDRAISING

Commercial activity and fund raising or sales on campus is regulated to comply with the following University of Washington and State of Washington policies.

The University Policy on Commercial Activity states:

In accordance with Use of University Facilities policy (WAC 478.136.101), university facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless such activities serve an educational purpose. Therefore, student groups may not register with Student Life if they intend to sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate.

The University of Washington Policy on Sale of Goods and Services states:

"The University of Washington may engage in the direct sale of goods and services to individuals, groups, or external agencies for fees only when those services are directly and substantially related to the educational mission of the University. Charges for such goods and services shall be determined taking into account their full cost, including University overhead, as well as the competitive price of such items in the local community."

Commercial Activities

Student organizations can sponsor commercial activities, commercial vendors, or events which promote commercial entities only if it can be demonstrated that the student organization and/or University of Washington Tacoma students in general are receiving the primary benefit from such activity. If the commercial activity involves sales or fund raising, procedures must be followed as outlined in the following section on fund raising. If the commercial activity does not involve sales or fund raising, a written proposal must be submitted to Student Life for review and approval a minimum of four (4) weeks in advance of the proposed event. All commercial activities must be approved in advance by Student Life and, when appropriate, the Use of University Facilities (UUF) Committee.

Fund Raising and Sales

Student organizations wishing to hold fund raising activities or sales on campus must demonstrate that the activity itself serves an educational purpose, and that any proceeds either will further the goals of the organization, provide additional programs for the student body, or benefit a charitable organization. In addition, student organizations conducting fund raising activities and sales must be in accordance with the following:

1. The activities must be student initiated and student controlled.
2. The student initiating the fund raising or sales must be one of the six (6) officers or designated representatives of the organization.
3. It must be assured that no monetary gain will accrue to individual members of the organization.
4. The activity itself must provide a benefit to students at the University of Washington Tacoma.