I. The Meaning of wǝɫǝbʔaltxʷ - Intellectual House

This is a space where our students need never be alone. We brought right order to this open space. It is now a place that holds a longhouse-style facility, wǝɫǝbʔaltxʷ. We blessed it, named it, reclaimed the plants, trees and food gathering regions, designed its parts and constructed a building. It is a good Intellectual House.

Cheryl A. Metoyer (Cherokee)
Associate Professor
Associate Dean for Research
The Information School

II. Cultural Protocol

We honor the original people of this land on which our house stands. wǝɫǝbʔaltxʷ was created for the pursuit of academic excellence and we are striving to make certain that we adhere to that goal. We want to ensure that events in wǝɫǝbʔaltxʷ will advance this goal while enriching the experience of our guests.

III. Vision

The University of Washington will be a world leader in indigenous scholarship, teaching, research and service. UW will also be a national leader in undergraduate and graduate education for American Indian/Alaska Native students.

IV. Spaces and amenities available at the wǝɫǝbʔaltxʷ:

A Gathering Hall (capacity 631 standing)
   1. 400 stackable chairs, 69 tables (5ft. X 2ft.)
   2. Projection equipment
   3. AV/PA System
      a. 5 wireless microphones
   4. Stage (8-3ft x 3ft interlocking pieces)

B Conference Rooms (capacity 30)
   1. 18 swivel chairs
   2. 2 whiteboards
   3. 18ft. Conference table
   4. Conference phone (3 lines max.)
   5. 55in. LCD TV

C Kitchen
   1. One level below industrial
   2. One fire pit for traditional cooking

D Gathering Circle
   1. 8 benches
   2. Garden

E Bathrooms
   1. Women’s restroom

*Policy subject to change
2. Men’s restroom
3. Family/Gender Neutral restroom
4. Changing/Nursing room

V. wǝɫǝbʔaltxʷ Guest Categories and Priority Protocol

A The UW wǝɫǝbʔaltxʷ operates on a first come, first served basis with priority guest levels as defined below:
1. UW Student Organizations on Campus
2. UW Internal
3. Non-Profit Organizations
4. Public

B The wǝɫǝbʔaltxʷ Intellectual House Academic Programming Committee is charged with “setting, approving, implementing, and evaluating the academic programming and academic calendar of wǝɫǝbʔaltxʷ.” Proposals for events that fulfill the wǝɫǝbʔaltxʷ academic mission of foregrounding Indigenous thought and research concerning Indigenous peoples must be sent to the IHAPC for review. Time slots during regular wǝɫǝbʔaltxʷ hours of 9:00 am to 9:00 pm can be set aside for IHAPC events. Events scheduled outside regular business hours are subject to review on a case by case basis.

<table>
<thead>
<tr>
<th>UW Student Organizations on Campus</th>
<th>UW Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student organizations must be registered with the Student Activities Office (SAO). If you are not affiliated with SAO follow this link to register your group: <a href="http://sao.washington.edu/">http://sao.washington.edu/</a></td>
<td>• Internal guests are identified as UW Offices, Departments, Programs, Schools, units, committees, and organizations.</td>
</tr>
<tr>
<td>• SAO affiliated groups are able to use wǝɫǝbʔaltxʷ at the internal rental rate.</td>
<td>• Events or programs exclusively sponsored by and intended for members of the University community will be charged the internal rate.</td>
</tr>
<tr>
<td>• Student, Faculty, &amp; Staff groups who host events in wǝɫǝbʔaltxʷ that are open to the general public or attended by specifically invited off-campus guests must fill out the Use of University Facilities form: <a href="http://depts.washington.edu/eventfrm/">http://depts.washington.edu/eventfrm/</a> The group must completely plan, control and manage the event. All coordination, access to services, event-management negotiations, and fees must occur between the Student, Faculty, &amp; Staff Group and wǝɫǝbʔaltxʷ.</td>
<td>• Internal guests, who host events in wǝɫǝbʔaltxʷ that are open to the</td>
</tr>
<tr>
<td>• Student, Faculty, &amp; Staff Groups who co-sponsor events in wǝɫǝbʔaltxʷ where external guests are invited to participate and aid in the coordination process must submit and maintain the reservation; the Student group or co-sponsor leadership must attend, coordinate and manage the event.</td>
<td></td>
</tr>
<tr>
<td>• Pre-kitchen use meetings are required for all groups and guests. The wǝɫǝbʔaltxʷ Assistant Director will be present to go over kitchen use policies and procedures.</td>
<td></td>
</tr>
<tr>
<td>• If the event is large and requires security, the group, wǝɫǝbʔaltxʷ Assistant Director, SAO advisor, and UW public safety must meet for a safety meeting.</td>
<td></td>
</tr>
<tr>
<td>• Events must align with the mission of wǝɫǝbʔaltxʷ and the University of Washington.</td>
<td></td>
</tr>
<tr>
<td>• Organization may reserve space in wǝɫǝbʔaltxʷ a maximum of 1 year in advance.</td>
<td></td>
</tr>
</tbody>
</table>

*Policy subject to change*
general public or attended by specifically invited off-campus guests must fill out the Use of University Facilities form: [http://depts.washington.edu/eventfrm/](http://depts.washington.edu/eventfrm/) The group must completely plan, control and manage the event. All coordination, access to services, event-management negotiations, and fees must occur between the internal group and wǝlǝbʔaltxʷ.

- Internal Groups who co-sponsor events in wǝlǝbʔaltxʷ where external guests are invited to participate and aid in the coordination process must submit and maintain the reservation; the internal group or co-sponsor leadership must attend, coordinate and manage the event.
- Events must align with the mission of wǝlǝbʔaltxʷ and the University of Washington
- Organization may reserve space in wǝlǝbʔaltxʷ a maximum of 9 months in advance.

### Non-Profit Organizations

- Including:
  - Tribal Communities, groups, organizations, enterprises or Urban American Indian/Alaska Native Community Organizations.
  - Any other organizations with a designation of Non-Profit that carry a 501(c)(3).
- All groups must fill out the Use of University Facilities form at least one month prior to the event and have co-sponsorship from an on campus group, office, department or program: [http://depts.washington.edu/eventfrm/](http://depts.washington.edu/eventfrm/)
- Organizations may reserve space in wǝlǝbʔaltxʷ a maximum of 9 months in advance.
- Events must align with the mission of wǝlǝbʔaltxʷ and the University of Washington.

### Public

- All other groups must fill out the Use of University Facilities form at least 3 months prior to the event. However, reservations will not be accepted more than 6 months prior to event. [http://depts.washington.edu/eventfrm/](http://depts.washington.edu/eventfrm/)
- Public groups must have a sponsor within the University per UW Policy.

### VI. wǝlǝbʔaltxʷ Rental Policies & Procedures

#### A Reservation of wǝlǝbʔaltxʷ Gathering Hall, Conference Room, Kitchen, & Fire Pit

1. Guests must contact the wǝlǝbʔaltxʷ staff via reservation system to reserve space. Phone call reservation and emails will not be considered.
2. Guests must reserve the wǝlǝbʔaltxʷ in advance:
   a. UW Student Organizations on Campus:
      i. 10 calendar days for events during regular hours of operation or 9:00 a.m. – 9:00 p.m. Monday-Friday and 9:00 a.m. – 7:00 p.m.
      ii. 4 weeks for events outside of regular hours of operation.
         i. No reservation is guaranteed outside regular hours of operation and will be reviewed on a case by case basis.
      iii. Guests may make reservations a maximum of 2 years prior to event.
   b. UW Internal
      i. Must register events at least 10 calendar days prior to the event.
      i. No reservation is guaranteed outside regular hours of operation and will be reviewed on a case by case basis.
      ii. Guests may make reservations a maximum of 18 months prior to event.

*Policy subject to change*
c. Non-Profit Organizations
   i. Must register events at least 10 calendar days prior to the event.
      i. No reservation is guaranteed outside regular hours of operation and will be reviewed on a case by case basis.
      ii. Tribes and Organizations may reserve space in wǝɫǝbʔaltxʷ a maximum of 18 months in advance.

d. Public guests:
   i. Must register events at least 10 calendar days prior to the event.
      i. No reservation is guaranteed outside regular hours of operation and will be reviewed on a case by case basis.
   ii. Public Guests may reserve space in wǝɫǝbʔaltxʷ a maximum of 1 year in advance.

3. Guests must read, agree to, sign, pay cleaning fees and submit a wǝɫǝbʔaltxʷ User Request, wǝɫǝbʔaltxʷ Conditions of Use, and wǝɫǝbʔaltxʷ contract documents.

B Cancellation
1. Guests must cancel reservations at least 7 days in advance.
2. If an emergency arises which calls for cancellation of reservation, guest must contact wǝɫǝbʔaltxʷ Assistant Director at least 2 hours prior to the event.
3. wǝɫǝbʔaltxʷ staff will allow 30 minutes’ grace period before the start of scheduled reservation time.
   a. If staff is not contacted and the guest is unable to arrive within 30 minutes of reservation time, the guest will not be able to use wǝɫǝbʔaltxʷ.
   b. In extreme emergency situations, guests may call wǝɫǝbʔaltxʷ staff for extended grace period.
4. If guest fails to cancel reservation or appear for reservation, guest will be charged 50% of contracted fees (see section VI.B.1).
   a. First Violation – Warning and discussion with wǝɫǝbʔaltxʷ Assistant Director. Further reservations will require telephonic confirmation 24 hours prior to reservation. Email confirmation will not be generated or accepted.
   b. Second Violation – No use of wǝɫǝbʔaltxʷ for the remainder of current quarter.
   c. Final Violation – No use of wǝɫǝbʔaltxʷ for 1 year. After 1 year, wǝɫǝbʔaltxʷ Director, Assistant Director, and guest will meet to discuss future reservation options.

C Food/Beverage Service
1. wǝɫǝbʔaltxʷ does not provide table linens for tables, please contact a caterer or party rental company regarding these items.
   a. See Section K Garbage
2. wǝɫǝbʔaltxʷ prefers to use UW approved caterers and that list can be found here: http://www.washington.edu/marketing/events/catering/
3. Food is to be served from the lobby area. Food is not to be served in the Gathering Hall, however, food can be eaten in the space. Beverages may be served in Gathering Hall.

D Weddings & Coming of Age Ceremonies
1. Weddings and Coming of Age Ceremonies are not considered at this time.

E Memorials
1. See Above (Sections III & V)
2. See Reservation and Cancellation Procedures

F Fundraisers
1. All commercial sales or fundraising activities must be approved by the wǝɫǝbʔaltxʷ. All Registered Student Organizations (RSO) must complete a Fundraising Permit in order to fundraise at the wǝɫǝbʔaltxʷ. This permit can be acquired at the Student Activities Office.
2. 10% of all money fundraised via ticket sales on wǝɫǝbʔaltxʷ property will go towards Phase II of the wǝɫǝbʔaltxʷ - Intellectual House.

G Political Parties
1. wǝɫǝbʔaltxʷ facilities may not be used for the soliciting of political party membership or supporting or opposing political candidates or initiatives.

H Misrepresentation
1. Space reserved by a group is for that group only, and specifically for the purpose as stated in wǝɫǝbʔaltxʷ Protocol & Building Use Policy v24 Edits 11/17/17

*Policy subject to change
the reservation.
2. Groups may not sublet or give away their reserved space directly to another group or use their reserved space for an event other than that which was requested and agreed upon.
3. Events that are misrepresented or that are being advertised for different purposes than were requested may be cancelled by the wǝɫǝbʔaltxʷ Assistant Director, professional staff, and student staff.

I Unforeseen Closures
1. In the event of unforeseen closures of the University for Inclement Weather, security emergencies or other reasons, the University reserves the right not to host events scheduled during the period of the closure.
2. In the event of an unforeseen closure, the client will have the option to either reschedule the event for a later date, or cancel the event without charge from wǝɫǝbʔaltxʷ.

J Parking
1. Parking is the responsibility of the guest and not guaranteed. wǝɫǝbʔaltxʷ is not responsible for violations or hardships.
2. For parking information visit: https://www.washington.edu/facilities/transportation/park

K Garbage
1. Guests are responsible for placing all refuse, recyclable, and compostable materials outside of wǝɫǝbʔaltxʷ in proper receptacles and replace garbage bags. Events that exceed 150 people or 30 boxed lunches are required to fill out the Special Events Service Request Form for waste collection.
   a. If a guest brings boxed lunches, it is their responsibility to break the boxes down and dispose of them properly.
2. Additional fees may apply if appropriate steps are not taken to clean, bag, and dispose of all food related refuse.
3. For Special Events, guests should fill out a Special Events Service Request Form for waste collection including bins for recycling, compost, and refuse: http://www.washington.edu/facilities/building/recyclingandsolidwaste/request/specialevents

L Graduation Week
1. See Above (Sections III & V)
2. See Reservation and Cancellation Procedures, except:
   a. Reservation requests may be made via email to the welebalt@uw.edu email address, instead of the MIDAS reservation request system.
   b. These requests will be reviewed and selected by wǝɫǝbʔaltxʷ staff in a separate process giving preference to graduations with partnering programs, departments, or student groups.
   c. These requests will take longer to receive confirmation.
   d. These requests will not be first come; first served.

M Underage Student Events
1. Events with majority underage participants, such as recruitment or precollege events, will REQUIRE the reservation of the entire facility. This is to ensure the most secure and safe space possible.

VII. wǝɫǝbʔaltxʷ Kitchen Policies & Procedures

A Reservation of wǝɫǝbʔaltxʷ Kitchen
1. See Reservation (Section VI. A)

B Cancellation
1. See Cancellation Procedures (Section VI. B)

C Health Safety
1. wǝɫǝbʔaltxʷ requires Washington Certified Food Handlers be present at all times when guests are preparing or serving food. http://www.ehs.washington.edu/ohs/foodsafety.shtm
2. wǝɫǝbʔaltxʷ will pass inspections on a regular basis by the King County Health Department. Any violations or fines will be the responsibility of the guests that hold the reservation.
3. Full coverage of the guests’ requirements and guidelines can be found on the Seattle & King County – Public Health Website: 

4. wǝɫǝbʔaltxʷ kitchen will be maintained in a sanitary and safe manner.

5. Persons using the wǝɫǝbʔaltxʷ kitchen will follow all University of Washington and King County Environmental Health standards and guidelines.

6. Guests who plan to serve or consume food while using wǝɫǝbʔaltxʷ must be familiar with food safety procedures and comply with all state, local, and University requirements, including but not limited to the Washington Certified Food Handlers.

7. Caterers assume liability with contract.

8. EXCEPTION: Traditional foods to be cooked according to American Indian/Alaska Native/First Nation traditions and approved by the wǝɫǝbʔaltxʷ Assistant Director.

D Kitchen Use

1. Guests must maintain the wǝɫǝbʔaltxʷ kitchen in a sanitary and safe manner.


3. Guests who wish to serve food can find a list of caterers at: http://www.washington.edu/marketing/events/catering/

4. Public Guests and Caterers must bring their own cooking implements and utensils.

5. For Special Events guests should fill out a Special Events Service Request Form for waste collection including bins for recycling, compost, and refuse: http://www.washington.edu/facilities/building/recyclingandsolidwaste/request/specialevents

6. The wǝɫǝbʔaltxʷ staff will go through the kitchen before and after each use to ensure that the space is clean and reset.

7. Guests must complete the following tasks after their kitchen use:
   a. Guest must dispose of all scraps and materials.
   b. Guest must wipe off all tables, countertops, stoves, cutting boards, etc. (with bleach water).
   c. Guest must wash, dry, and put away all pots, pans, and dishes.
   d. Guests are responsible for placing all refuse, recyclable, and compostable materials outside of wǝɫǝbʔaltxʷ in proper receptacles and replace garbage bags. Events that exceed 150 people or 30 boxed lunches are required to fill out the Special Events Service Request Form for waste collection.
   e. Guest must sweep and mop the kitchen floors.
   f. Guest must turn off and/or unplug all appliances (stove, microwave, coffee maker).

8. If guest fails to complete kitchen clean-up, set-up removal of refuse or fail to dispose of refuse they will be charged an additional fee to offset contracted cleaner rate.
   a. First Violation – Warning and discussion with wǝɫǝbʔaltxʷ Assistant Director.
   b. Second Violation – No use of wǝɫǝbʔaltxʷ Kitchen for the remainder of current quarter.
   c. Final Violation – No use of wǝɫǝbʔaltxʷ Kitchen for remainder of current academic year. After the end of the academic year, wǝɫǝbʔaltxʷ Director, Assistant Director, and guest will meet to discuss future reservation options.

E Food Storage

1. wǝɫǝbʔaltxʷ will follow all University of Washington and King County Department of Health standards and guidelines.

2. The wǝɫǝbʔaltxʷ refrigerator and freezer are to be used for temporary storage of condiments, food preparation, and perishable dishes up to 2 days prior to an event.

3. Food stored in the kitchen must be removed immediately following the event.

4. All items placed in the refrigerator or the freezer must have dates and pull dates on them.

5. Any left-over food, snacks, and by-products (wrappers, utensils, plates, etc.) must be taken home or disposed of properly.

6. EXCEPTION: Traditional food storage for an upcoming event may be brought in 5 days prior to date of event and removed immediately after the event.

*Policy subject to change
VIII. wǝɫǝbʔaltxʷ Traditional Foods Fire Pit
A Reservation of wǝɫǝbʔaltxʷ Kitchen is inclusive of the Fire Pit.
   1. See Reservation (Section IV. A)
B Cancellation
   1. See Cancellation Procedures (Section IV. B)
C Fire Pit Use
   1. wǝɫǝbʔaltxʷ Fire Pit is meant for ceremonial and food preparation purposes. Casual or daily use is not intended and will not be considered.
   2. HANDLE WITH GREAT CARE.
   3. wǝɫǝbʔaltxʷ is NOT responsible for any injuries sustained while attending the fire.
   4. The fire pit can be reserved by indicating so on the reservation form.
   5. Fires are not allowed during city/county/state/federal burn bans. Fires are not allowed when restricted by Puget Sound Clean Air Agency guidelines. These can be found at [www.pscleanair.org](http://www.pscleanair.org), as this process is the responsibility of the organizer.
   6. Seasoned wood must be used so that it burns hot and produces less smoke. Wood cannot be used that is green, wet, processed or chemically treated. Cardboard, trash, yard waste, rubbish, or paper products are not to be burned.
   7. Wood and tools are not provided by wǝɫǝbʔaltxʷ, guests are responsible for their wood and tools, as well as leftover supplies.
   8. You may NOT use standing or down wood, tinder, or kindling found on the premises.
   9. Fires must be attended all times by a designated adult, who will serve as a point of contact for the wǝɫǝbʔaltxʷ staff.
  10. No lighter fluid or chemicals may be used to start the fire; paper is not to be burned outside of starting the fire.
  11. Fires cannot exceed 3 feet in diameter and 2 feet in height, without permit.
  12. The fire pits must be maintained and cleaned after each use by the guest. Ashes must be disposed of in a safe manner using an ash bin, provided by the wǝɫǝbʔaltxʷ, taking care not to put hot ash or coals near flammable materials. In the event that the scheduled guest fails to clean the fire pit, cleaning will be done by contracted cleaner and charged back to the appropriate budget or payment method on file. Ash & ember screen must remain over fire for air safety purposes.
  13. Food remnants must be disposed of properly, in appropriate receptacles. This must be done immediately following the event.
  14. A fire is to be extinguished by water, unless in an emergency. A fire extinguisher should be present at all times.
  15. Fire pit can be used in the designated fire pit area behind the kitchen.

IX. wǝɫǝbʔaltxʷ Code of Conduct regarding alcohol, drugs, and tobacco.
A All guests must follow the code of conduct.
   1. The wǝɫǝbʔaltxʷ Code of Conduct operates under federal and state laws and University of Washington policies regarding the use of alcohol, drug, and tobacco as follows:
      a. Compliance with applicable University and wǝɫǝbʔaltxʷ rules and state and local law is required.
      b. Consumption of alcoholic beverages is **only allowed with prior approval by wǝɫǝbʔaltxʷ Assistant Director and only for the duration of the event.**
         i. Consumption of alcohol is allowed in wǝɫǝbʔaltxʷ **only** during permitted events.
         ii. If event planners wish to have alcohol they must fill out the Alcohol Service Form and adhere to the guidelines in that agreement: [https://depts.washington.edu/sprogram/alcohol-service/alcohol-service-form/](https://depts.washington.edu/sprogram/alcohol-service/alcohol-service-form/)
         iii. wǝɫǝbʔaltxʷ staff reserves the right to shut down events when attendees are behaving belligerently or are over-served.
      c. Smoking refers to carrying or smoking of any kind of lighted pipe, cigar, cigarette, electronic cigarette, vape pens, or any other lighted smoking equipment and is prohibited in all university facilities, including but not limited to the following locations in accordance with WAC 478-136-035:

*Policy subject to change*
i. Inside all buildings owned or occupied by the university and/or used by the university’s faculty, staff, or students;
ii. University Vehicles;
iii. At any outside areas or locations, except those designated by the Assistant Director of Environmental Health and Safety.
iv. The nearest smoking location to wǝɫǝbʔaltxʷ is between McMahon & Haggett Residence Halls near the foot of the steps.

d. The use of controlled substances is also prohibited.
e. The use of candles and open flame is not allowed.
f. EXCEPTION: For use of open flame will be considered for American Indian/Alaska Native/First Nations spiritual practices approved by the wǝɫǝbʔaltxʷ Assistant Director.

2. Violations of the wǝɫǝbʔaltxʷ Code of Conduct will result in a review by the wǝɫǝbʔaltxʷ Assistant Director and Committee. Future access to the wǝɫǝbʔaltxʷ may be denied and an additional fee will be charged.

X. wǝɫǝbʔaltxʷ Work Requisition Policies & Procedures

A Room Arrangement
1. wǝɫǝbʔaltxʷ is equipped with rectangular tables and chairs. All rooms have a default set-up with some furniture permanently placed.
2. Room arrangement must be made along with the reservation. Changes to reserved space must be made no later than 24 hours before the event.

B Equipment
1. Any equipment brought into wǝɫǝbʔaltxʷ by a guest must meet with prior approval from the staff.

C Decorations
1. Decorations may be taped using blue painters tape or appropriately attached to some parts of wǝɫǝbʔaltxʷ with staff approval. Tape on painted surfaces is not allowed.
2. Signs may also be displayed on easels provided by the guest.
3. Table decorations, programs, and other decorations or materials must be removed by the guest before departure from the wǝɫǝbʔaltxʷ.
4. Confetti, helium-filled balloons, candles, tinsel, and glitter are not permitted.
5. EXCEPTION: Ceremonial materials may be used with prior approval by Assistant Director on a case by case basis.

D Lost or Stolen Items
1. wǝɫǝbʔaltxʷ is not responsible for any lost or stolen items.
2. The building has a Lost & Found that is emptied at the end of each academic quarter.

E Pets
1. No pets are allowed in the facility, unless they are registered service animals. Owners must be able to provide identification for their service animals.

F Cancellations by wǝɫǝbʔaltxʷ Staff
1. wǝɫǝbʔaltxʷ Staff reserve the right to cancel an event 5 months prior to a reservation in the event a wǝɫǝbʔaltxʷ signature program requires the use of the facilities. By signature program, we mean event planned and hosted by wǝɫǝbʔaltxʷ affiliated staff. These events include but are not limited to Raven’s Feast, NOIS Research Symposium, Living Breath of wǝɫǝbʔaltxʷ: Food Symposium, Calling You Home, Red Market, N8V Student Welcome, A Speaker Series, and Student Centric Events.
   a. Signature programs include events planned and hosted by wǝɫǝbʔaltxʷ affiliated staff. These events include, but are not limited to Raven’s Feast, NOIS Research Symposium, Living Breath of wǝɫǝbʔaltxʷ: Food Symposium, Calling You Home, Red Market, Welcome N8V Students, A Speaker Series, and Student Centric Events.

G Shut Down
1. wǝɫǝbʔaltxʷ staff & student workers reserve the right to shut down an event if determined that guests are behaving unruly and/or belligerently. If this occurs, the event will still be fully charged.

H Destruction of Property

*Policy subject to change
1. The client in charge of running the event is responsible for any destruction of or damages done to wǝɫǝbʔaltxʷ property. Additional charges may be added to the invoice after a technician gives wǝɫǝbʔaltxʷ staff a quote. After the event, client and Assistant Director will meet to discuss damages.

2. Propping and/or leaning objects on the wall is not permitted.


A Wireless access to the University network is available throughout the wǝɫǝbʔaltxʷ with a guest account accessible for guests’ connectivity moderated by the University.
   1. Event sponsor is responsible for Wi-Fi Access for visitors, which can be found here: https://itconnect.uw.edu/connect/uw-networks/campus-wi-fi/visitors/

B Projectors, DVD Player, podium, and laptops are available for use within the wǝɫǝbʔaltxʷ.

C The Gathering Hall has a built in PA system with a remote microphone.
   1. The in house sound system has a volume control, but is unable to account for reverberation or echo. It is up to the guest to test the system during a scheduled walk through prior to the event.
   2. In the event the in house sound system is not satisfactory, it is the guest responsibility to reserve from a third party sound company.

D Audio Visual Support
   1. All needs must be prearranged with the wǝɫǝbʔaltxʷ staff before the event.
   2. Fees will be assessed during the reservation process by the wǝɫǝbʔaltxʷ staff for equipment requested by guests.
   3. The Office of Minority Affairs & Diversity Tech Team may be contacted for any equipment that is not available in the wǝɫǝbʔaltxʷ. However, the team may not be able to process help request without prior notice.

XII. Garden & Gathering Circle

A The Gathering Circle is open for public use as long as all members remain respectful of this space.

B Do not write on or deface the benches in any way.

C Chalk can only be used on the asphalt with approval from the wǝɫǝbʔaltxʷ staff—no political advertisements of any type will be tolerated.

D Outdoor Fit Pit
   1. No fires unless approved by wǝɫǝbʔaltxʷ staff.
   2. Fire Pit may be requested only by guests with a current reservation during the time and date of that reservation.
   3. Other Fire Pit rules apply (VIII.C.2 through VIII.C.14)
   4. Do not put plants from the garden into the fire, unless for ceremonial purposes, approved by wǝɫǝbʔaltxʷ staff.

E Do not step on the plants in the garden surrounding the building.

F Do not uproot, disturb, or remove the plants from the garden.

*Policy subject to change