



wəłəbʔaltx^w - Intellectual House Guest Protocol & Building Use Policy

I. The Meaning of wəłəbʔaltx^w - 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, wəłəbʔaltx^w. 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.

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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. wəłəbʔaltx^w 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 wəłəbʔaltx^w 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. wəłəbʔaltx^w Guest Categories and Priority Protocol

A The UW wəłəbʔaltx^w operates on a first come, first served basis with priority guest levels as defined below:

1. American Indian/Alaska Native/First Nations Students, Faculty, & Staff Organizations/Departments on Campus
2. UW Internal
3. Tribes & Urban American Indian/Alaska Native Community Organizations
4. Public
- 5.

B The wəłəbʔaltx^w Intellectual House Academic Programming Committee is charged with “setting, approving, implementing, and evaluating the academic programming and academic calendar of Wəłəbʔaltx^w.” Proposals for events that fulfill the wəłəbʔaltx^w academic mission of foregrounding Indigenous thought and research concerning Indigenous peoples must be sent to the IHAPC for review. Weekly time slots during regular wəłəbʔaltx^w hours of 9:00 am to 5:00 pm have been set aside for IHAPC events. Events scheduled outside regular business hours are subject to review on a case by case basis.

American Indian/Alaska Native/
First Nations Student, Faculty, &
Staff Organizations on Campus

- 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: <http://sao.washington.edu/>
- SAO affiliated groups are able to use wələbʔaltxʷ at the internal rental rate.
- Student, Faculty, & Staff groups who host events in wələbʔaltxʷ that are open to the general public or attended by specifically invited off-campus guests must fill out the Use of University Facilities form: <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 Student, Faculty, & Staff Group and wələbʔaltxʷ.
- Student, Faculty, & Staff Groups who co-sponsor events in wələbʔaltxʷ 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.
- Annual pre-kitchen use meetings are required for all groups. The wələbʔaltxʷ Director will be present to go over kitchen use policies and procedures.
- If the event is large and requires security, the group, wələbʔaltxʷ Director, SAO advisor, and UW public safety must meet for a safety meeting.
- Events must align with the mission of wələbʔaltxʷ and the University of Washington.
- Organization may reserve space in wələbʔaltxʷ a maximum of 1 year in advance.

UW Internal

- Internal guests are identified as UW Offices, Departments, Programs, Schools, units, committees, and organizations.
- Events or programs exclusively sponsored by and intended for members of the University community will be charged the internal rate.
- Internal guests, who host events in wələbʔaltxʷ that are open to the general public or attended by specifically invited off-campus guests must fill out the Use of University Facilities form: <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 wələbʔaltxʷ.
- Internal Groups who co-sponsor events in wələbʔaltxʷ 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 wələbʔaltxʷ and the University of Washington
- Organization may reserve space in wələbʔaltxʷ a maximum of 6 months in advance.

Tribes & Urban American
Indian/Alaska Native/First
Nations Community
Organizations

- Tribal Communities, groups, organizations, enterprises or Urban American Indian/Alaska Native Community Organizations must provide direct services to American Indian, Alaska Native, and First Nations people.

- 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/>
- Organizations may reserve space in wələbʔaltxʷ a maximum of 6 months in advance.
- Events must align with the mission of wələbʔaltxʷ and the University of Washington

Public

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

V. wələbʔaltxʷ Rental Policies & Procedures

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

1. Guests must contact the wələbʔaltxʷ staff via reservation system to reserve space. Phone call reservation and emails will not be considered.
2. Guests must reserve the wələbʔaltxʷ in advance:
 - a. American Indian/Alaska Native/ First Nations Student, Faculty, & Staff Organizations on Campus:
 - i. 48 hours for events during regular hours of operation or 9:00 a.m. – 5:00 p.m., Monday-Friday
 - 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 1 year prior to event
 - i. **wələbʔaltxʷ staff reserves the right to review some events on a case by case basis. However, in this instance, reservation is not guaranteed.**
 - b. UW Internal
 - i. See Above (Section IV.A.2.a.i-iii)
 - c. Tribes & Urban American Indian/Alaska Native/First Nations Community Organizations
 - i. Must register events at least 2 months 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 wələbʔaltxʷ a maximum of 6 months in advance
 - d. Public guests:
 - i. Must register events at least 3 months 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 wələbʔaltxʷ a maximum of 6 months in advance
 - e. A cleaning fee will be assessed at the beginning of the process and is to be paid prior to event.
3. Guests must read, agree to, sign, pay cleaning fees and submit a wələbʔaltxʷ User Request, wələbʔaltxʷ Conditions of Use, and wələbʔaltxʷ contract documents.

B Cancellation

1. Guests must cancel reservations at least 48 hours in advance.
2. If an emergency arises which calls for cancellation of reservation, guest must contact wələbʔaltx^w Director at least 2 hours prior to the event.
3. wələbʔaltx^w 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 wələbʔaltx^w.
 - b. In extreme emergency situations, guests may call wələbʔaltx^w staff for extended grace period.
4. If guest fails to cancel reservation or appear for reservation, guest will be charged 50% of contracted fees.
 - a. First Violation – Warning and discussion with wələbʔaltx^w 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 wələbʔaltx^w for the remainder of current quarter.
 - c. Final Violation – No use of wələbʔaltx^w for 1 year. After 1 year, wələbʔaltx^w Director and guest will meet to discuss future reservation options.

C Food/Beverage Service

1. All reservations which involve food or beverage will be charged a non-refundable cleaning/maintenance fee.
 - a. wələbʔaltx^w is able to allow food and beverage service from various sources by recovering the costs of maintaining these rooms through this fee.
2. wələbʔaltx^w does not provide table linens for tables, please contact a caterer of party rental company regarding these items.
3. The organization and/or caterer is responsible for appropriately bagging and disposing of all food related items and trash. Additional fees may apply if appropriate steps are not taken to clean, bag and dispose of all food related refuse.
 - a. 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>
4. wələbʔaltx^w prefers to use UW approved caterers and that list can be found here:
<http://www.washington.edu/marketing/events/catering/>

D Weddings

1. Weddings are not considered at this time.

E Memorials

1. See Above (Sections III.A.4 & IV.A.2.d.i-ii)
2. See Reservation and Cancellation Procedures

F Misrepresentation

1. Space reserved by a group is for that group only, and specifically for the purpose as stated in 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 wələbʔaltx^w Director & Committee.

G 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 penalty.

H Parking

1. Parking is the responsibility of the guest and not guaranteed. wələbʔaltx^w is not responsible for violations or hardships.

VI. wələbʔaltx^w Kitchen Policies & Procedures

A Reservation of wələbʔaltx^w Kitchen

1. See Reservation (Section IV. A)

B Cancellation

1. See Cancellation Procedures (Section IV. B)

C Health Safety

1. wələbʔaltx^w 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. wələbʔaltx^w will pass inspections on a regular basis by the King County Health Department.
3. Full coverage of the guests' requirements and guidelines can be found on the Seattle & King County – Public Health Website:
<http://www.kingcounty.gov/healthservices/health/ehs/foodsafety.aspx>
4. wələbʔaltx^w kitchen will be maintained in a sanitary and safe manner.
5. Persons using the wələbʔaltx^w 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 wələbʔaltx^w 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 wələbʔaltx^w Director.

D Kitchen Use

1. Guests must maintain the wələbʔaltx^w kitchen in a sanitary and safe manner.
2. Guests will find a copy of the Washington State Department of Health Food & Beverage Workers' Manual in the kitchen: <http://www.doh.wa.gov/portals/1/Documents/Pubs/332-036.pdf>
3. Guests who wish to serve food, not provided by University Catering, Preferred Catering, or Business Diversity Catering must submit a food waiver. A list of caterers can be found 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 wələbʔaltx^w 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. Guest must place all refuse, recyclable, and compostable materials outside of wələbʔaltx^w in proper receptacles, and replace garbage bags. This will be required unless guest has filled 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 wələbʔaltx^w Director.**
 - b. **Second Violation – No use of wələbʔaltx^w Kitchen for the remainder of current quarter.**
 - c. **Final Violation – No use of wələbʔaltx^w Kitchen for remainder of current academic year. After the end of the academic year, wələbʔaltx^w Director and guest will meet to**

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discuss future reservation options.

- E Food Storage
1. wələbʔaltx^w will follow all University of Washington and King County Department of Health standards and guidelines.
 2. The wələbʔaltx^w refrigerator and freezer are to be used for temporary storage of condiments, food preparation, and perishable dishes before an event.
 3. All items placed in the refrigerator or the freezer must have dates and pull dates on them.
 4. Any left-over food, snacks, and by-products (wrappers, utensils, plates, etc.) must be taken home or disposed of properly.
 5. EXEPTION: Traditional food storage for an upcoming event may be brought in 5 days prior to date of event.

VII. wələbʔaltx^w Fire Pit

A Reservation of wələbʔaltx^w Kitchen

1. See Reservation (Section IV. A)

B Cancellation

1. See Cancellation Procedures (Section IV. B)

C Fire Pit Use

1. wələbʔaltx^w Fire Pit is meant for ceremonial and food preparation purposes. Casual or daily use is not intended and will not be considered.
2. The fire pit can be reserved by completing the fire pit reservation form.
3. 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.
4. No lighter fluid or chemicals may be used to start the fire.
5. 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 wələbʔaltx^w, 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.

VIII. wələbʔaltx^w Code of Conduct regarding alcohol, drugs, and tobacco.

A All guests must follow the code of conduct.

1. The wələbʔaltx^w 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 wələbʔaltx^w rules and state and local law is required.
 - b. Consumption of alcoholic beverages is **only allowed with prior approval by wələbʔaltx^w Director and only for the duration of the event.**
 - i. Consumption of alcohol is allowed in wələbʔaltx^w **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/>
 - iii. **wələbʔaltx^w 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, 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:
 - 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 Director of Environmental Health and Safety.

- iv. The nearest smoking location to wələbʔaltx^w 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 wələbʔaltx^w Director.
- 2. Violations of the wələbʔaltx^w Code of Conduct will result in a review by the wələbʔaltx^w Director and Committee. Future access to the wələbʔaltx^w may be denied and an additional fee will be charged.

IX. wələbʔaltx^w Work Requisition Policies & Procedures

A Room Arrangement

- 1. wələbʔaltx^w 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 3 hours before the event.

B Equipment

- 1. Any equipment brought into wələbʔaltx^w by a guest must meet with prior approval from the staff.

C Decorations

- 1. Decorations may be taped or appropriately attached to some parts of wələbʔaltx^w with staff approval.
- 2. Signs may be 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 wələbʔaltx^w.
- 4. Confetti and balloons are not permitted.
- 5. EXCEPTION: Ceremonial materials may be used with prior approval by Director on a case by case basis.

X. wələbʔaltx^w Audio/Visual Support & Computer Network Access Policies & Procedures

A Wireless access to the University network is available throughout the wələbʔaltx^w with a guest account accessible for guests connectivity moderated by the University.

B Projectors, DVD Players, podiums, and laptops are available for use within the wələbʔaltx^w.

C The Gathering Hall has a built in PA system with a remote microphone.

D Audio Visual Support

- 1. All needs must be prearranged with the wələbʔaltx^w staff before the event.
- 2. Fees will be assessed during the reservation process by the wələbʔaltx^w 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 wələbʔaltx^w however, the team may not be able to process help request without prior notice.

XI. Garden