
GONZAGA LAW SCHOOL BUILDING USE GUIDELINES AND PROCEDURES 2019-2020

MISSION STATEMENT

The mission of Gonzaga Law is to provide an excellent legal education informed by our humanistic, Jesuit, and Catholic traditions and values.

CONTACTS

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| Law School Reservations | 509.313.3742 |
| Chastek Reference Desk | 509.313.3758 |
| The Clinic | 509.313.5791 |
| LAW IT | 509.313.XXXX |

This Guidelines and Procedures Manual is the official source for direction regarding Gonzaga University School of Law. This manual is subject to change at any time as new Guidelines and Procedures are issued or current guidelines are updated. Policies relating to faculty, staff, and students of Gonzaga University may be found in the [Gonzaga University Policies and Procedure Manual](#) and the [Student Handbook](#). Law School Administration reserves the right to make changes to this Guidelines and Procedures manual at any time.

PRIORITY OF USAGE OF LAW SCHOOL SPACE

The facilities of Gonzaga University School of Law are made available for the use of students, faculty, staff, the Gonzaga community, and community members for events in the following priority:

- A. The Law School educational program
- B. Law School departmental meetings and events
- C. Law School recognized student group meetings and event
- D. Official Gonzaga University sponsored events
- E. Federal, State, and County Bar Association sponsored events, including Continuing Legal Education events
- F. National standardized tests, such as LSAT, ACT, and MPRE
- G. External events which align with the mission of Gonzaga University School of Law\

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GUIDELINES AND PROCEDURES

1. ACCESS AND ACCOMMODATION FOR PERSONS WITH DISABILITIES

Gonzaga University seeks to provide equal access for persons with disabilities to include students, employees and the public, to all educational programs, employment, activities, events, and services which it operates, consistent with applicable federal and state laws and Gonzaga policies.

- A. Reasonable accommodations, academic adjustments, and public access will be provided to persons with disabilities to ensure that they are provided an equal opportunity to participate in or benefit from any Gonzaga program, activity, event, or service.
- B. This policy is based on the Americans with Disabilities Act, the Rehabilitation Act, the Washington State Law Against Discrimination (RCW Ch. 49.60 as Related to Disabilities), and Gonzaga's Mission.
- C. The full University policy on access and accommodations for persons with disabilities may be requested by contacting the University's Equal Opportunity Office at 509.313.5996 or x5996 or by contacting Disability Access Office at 509.313.4134 or x4134 or by emailing disability@gonzaga.edu.

2. ADVERTISING

The content of all campus advertising material must adhere to the [University Mission Statement](#). Any advertising material that is in violation of the University Mission Statement will not be approved for display on campus. Examples of content violations include, but are not limited to:

- A. Explicitly sexual messages, nudity or graphic images
- B. Glorification of alcohol/drug use
- C. Profanity, racist images or speech
- D. Dishonesty or disrespect for others
- E. Any publicity material that is exclusionary in nature against any group on Gonzaga's campus

ADVERTISING APPROVAL

All advertising material for the Law School must be approved by a designated member of the Communications Committee. The Law School Event Coordinator will provide the applicable contact information for approval. This includes all flyers posted in the building and all materials posted on the bulletin boards, walls, or in the elevators. Advertising material posted without approval will be promptly removed.

- A. All advertising materials must be submitted to the Dean's Office.
- B. Advertising materials will be stamped by a Communications Committee member to designate the items have been approved.
- C. Advertising materials will be approved for posting for no more than two (2) weeks.
- D. The Law School Event Coordinator will post advertising material to designated locations within one (1) business day of approval.

ADVERTISING METHODS

In effort to maintain the aesthetics of the Law School while still offering ample advertising options, the following advertising guidelines have been established:

Fliers for Bulletin Boards will be placed on the five bulletin boards throughout the building that are designated for internal groups to advertise. Groups must bring **5** copies of a flier the Dean's Suite to be approved and stamped.

- A. Fliers must be advertising or promoting a Gonzaga sponsored program or event.
- B. The fliers for these boards can be no larger than 11" x 17".
- C. All fliers must include contact information in the form of a first and last name, phone number or email address.
- D. All fliers must contain a date for the event and the department and/or club affiliation (labeled or logo).
- E. Fliers will be posted within one (1) day of being submitted and will remain posted for no more than two (2) weeks or until the day after the date of the event, whichever comes first.

Fliers for Elevators will be placed in the two elevators in the Law School as space permits. Groups must bring **2** copies of a flier the Dean's Suite to be approved and stamped.

- A. The fliers for these boards can be no larger than 8.5" x 11".
- B. All fliers must include contact information in the form of a first and last name, phone number or email address.
- C. All fliers must contain a date for the event and the department and/or club affiliation (labeled or logo).
- D. Once stamped, the Law School Event Coordinator will place the fliers in the elevators as space permits.

Posters will be placed in the 1st Floor Student Common Area which have been designated for poster advertising. Deliver posters to the Dean's Suite for approval and posting.

- A. Posters must be printed with dimensions no larger than 42W" x 58L"
- B. Poster printing services are offered by Center for Student Involvement (CSI), located on the third (3rd) floor of the Hemmingson Center. Go to www.gonzaga.edu/posters to submit your request and allow 72 business hours for your order to be completed. There is a cost associated with this printing service and it is only available to student groups. Internal groups may also use [Campus Printing](#) for their production needs, located on the lower level of College Hall.
- C. Posters will be hung within two (2) days of being printed and will remain posted for no more than two (2) weeks or until the day after the date of the event being advertised, whichever comes first.
- D. Posters will be discarded once they expire. If you would like to have your poster saved, please make arrangements when submitting it for approval.

Easels are available for use for the purpose of providing directional and informational signage on the day of an event on a first-come, first-served basis. Easels are not to be used for promotional advertising.

- A. Groups should contact the Law School Event Coordinator prior to their event to arrange for easel usage and placement during the day of the event.
- B. The Law School has limited easels available.

Sandwich Boards are available to reserve for the purpose of providing promotional and directional signage for events within the Law School for internal departments only. Sandwich boards will not be provided to external groups.

- A. Sandwich boards are to be reserved by coordinating with the Law School Event Coordinator.
- B. Sandwich boards are available on a first-come, first-served basis.
- C. Sandwich boards are designed to hold posters with the dimension of 24W" x 36L".
- E. Poster printing services for sandwich boards are offered by the CSI Office (3rd floor of the Hemmingson Center) by contacting www.gonzaga.edu/posters for student groups only. Internal groups may also use [Campus Printing](#) for their production needs, located on the lower level of College Hall.
- D. Signage can be brought to the Dean's Suite. Sandwich boards will be put out by the Law School Event Coordinator.

The Law School is not responsible for any fliers or posters that are torn down, damaged or defaced. Law School Administration also reserves the right to remove and discard any of these materials at any time without notice.

3. ALCOHOL SERVICE AND USE

The use of or consumption of alcohol in the Law School is prohibited unless the following guidelines are followed:

- A. By state law, it is illegal for any person under the age of 21 to consume, possess, sell or purchase alcohol. Therefore, the consumption, possession, selling or purchasing of alcohol by any person under the age of 21 is strictly prohibited in or around the Law School.
- B. Gonzaga's food service provider, Sodexo, must be the pourer of any alcohol served at an event in Law School or on Law School grounds. To coordinate a catered event with alcohol service, please contact Flavours by Sodexo at x6902 or 509.313.6902 for further details. Exceptions to this policy will be made on a case-by-case basis at the discretion of the Dean. No exceptions will be made for student groups serving alcohol.
- C. The use of alcohol at events in the Law School is strictly regulated. Security needs are determined at the discretion of Law School Administration. Any costs are the responsibility of the sponsoring organization.
- D. Non-University groups cannot bring alcohol into the building.
- E. For student organizations sponsoring events with alcohol, approval from the Law School Event Coordinator is required.
- F. Alcohol may not be donated without prior approval from Sodexo.

- G. All attendees are required to show a valid 21-year old state or government issued picture ID card for alcohol service. Gonzaga students may bring guests provided they have appropriate ID proving they are of legal age. ZAGCARDS will not serve as proof of age.
- H. No alcohol is permitted outside the reserved facility or designated area, within an event. Unless given specific direction from the Dean, the Law School will never be closed to make the entire area the designated area for alcohol.
- I. If alcohol is found in the Law School, Campus Security & Public Safety and the Associate Dean of Academic Affairs will be notified. If non-approved alcohol is found as part of a student group event, CSI will be notified as well.
- J. Inappropriate possession and/or consumption of alcohol at an event in the Law School will result in the loss of reservation privileges of the sponsoring organization for a minimum of one semester. In addition, all current reservations will be cancelled and additional sanctions may be placed by the Associate Dean of Academic Affairs.
- K. Any damages that occur to facilities and furnishings from an event will result in automatic billing to the sponsoring organization. Future reservations may be impacted.

4. AMPLIFICATION OF SOUND/MUSIC

When inside the shared spaces of the Law School, as well as within the surrounding outdoor areas, the use of speakers, play back devices, microphones, bullhorns or other noise making devices is prohibited unless prior approval has been granted by the Law School Event Coordinator.

- A. Approval may be granted to groups planning to use amplified sound during an event, but first must inform the Law School Event Coordinator of their sound amplification intentions when requesting to book space in the building.
- B. Sound amplification in outside locations has been approved for specific locations, directions and sound levels in conjunction with the City of Spokane. This sound plan provides for a minimum of disturbance to our neighbors and allows events to provide entertainment in conformance with the city noise ordinance.
- C. Amplified sound is permitted in meeting rooms and offices. However, out of respect for those in surrounding areas, amplified sound in these locations must be kept to acceptable levels. If amplified sound in a meeting room or office is distracting others, Law School Administration may ask that the volume be lowered.
- D. As a courtesy to all Law School patrons, Law School Administration also reserves the right to ask any group or person(s) to bring their activity, conversation or actions within acceptable sound levels.

5. ANIMALS-SERVICE ANIMALS, PETS

Service animals are allowed inside the Law School and on campus in the care of their handler. Service animals are dogs or miniature horses that are individually trained to do work or perform a task for an individual with a disability. Please note: pets and other animals whose sole function is to provide comfort, companionship or emotional support do not qualify as service animals under the Americans with Disabilities Act or state law, and they are not allowed in the Law School. Please contact the Welcome Desk with questions, 509-313-6942.

- A. Any animal on campus must be leashed and attended at all times. Animals are not permitted to run loose on campus or in any campus building.
- B. Animals found unattended will be turned over to animal control authorities.
- C. A University official may determine that a particular animal's presence on University property is disruptive and direct the owner to remove that animal.
- D. Pets are not allowed in the Law School including office spaces except for service animals as described above. Staff and faculty may have limited exceptions to this policy if the animal is with them during non-public hours, kept behind closed doors, and the owner is present with the animal at all times (e.g. in a personal office on the weekend while working).
- E. Definition cards for service animals are available at the Hemmingson Center Welcome Desk.
- F. Students are required to contact the Disability Access Office at 509.313.4134 or x4134 or by email disability@gonzaga.edu for information and assistance with service animal guidelines.

6. A/V USE (AUDIO/VISUAL)

All Law School built-in audio/visual equipment is available for use by groups that have a confirmed reservation in a specific space. If additional A/V equipment or tech support is needed, Law IT should be contacted prior to your event.

A brief description of use during normal business hours is included in the room rental fee. If additional support is needed, there will be a \$50 per hour charge on weekdays and a \$75 per hour charge on weekends.

- A. Mistreatment of the equipment or damage to the equipment will be the responsibility of the organization and fees may be assessed to the group as a result. Guidance on the proper use of all A/V equipment will be provided upon request.
- B. A/V equipment will be provided, set up and transported by Law IT. Groups should not attempt to handle or move any A/V equipment.
- C. The use of Law School Audio Visual Equipment is not permitted outside of the facility. If equipment is needed for an event outside of the Law School, please contact Law IT to make arrangements.

7. BAKE SALES

Approval for bake sales as a fundraiser will follow the same process as other student events and approval must be granted by the Law School Event Coordinator.

- A. The University and the Law School assume no liability for any baked or packaged goods sold, exchanged or given out as part of a bake sale or at a Law School vendor table.
- B. All patrons of a bake sale taking place in the Law School purchase and consume baked and packaged goods at their own risk. The Law School and its staff are in no way responsible for any results of consuming or purchasing anything from a bake sale.
- C. All exchanges of funds must be completed through the University CASHNet system. No third-party cash collection systems are allowed. For more information, contact the Law School Event Coordinator.
- D. Due to health department restrictions, Law School guidelines follow the same guidelines as the Undergraduate policies for Bake Sales. For complete guidelines, please visit the Student Development website under [Club Policies](#).

8. BALLOONS

The Center for Student Involvement (CSI) offers Balloon Request Services to University departments and student organizations or clubs. Due to the height of the Law School ceilings, and sensitivity of the safety equipment helium balloons will not be permitted inside the Law School without the Dean's approval.

- A. Balloons cost \$1.75 each. Please speak to the SBA Treasurer to ensure that funds are available in your account prior to requesting balloons.
- B. Balloon pickup is located inside the Gonzaga Outdoors Two Bike Shop. The Bike Shop is located on the main floor of the Hemmingson Center and has an external entrance near Mulligan Field.
- C. Please allow 48 hours for orders to be filled. Orders will be ready by 9:00 AM. If you need balloons earlier, please contact the bike shop directly at 509.313.4266

9. BICYCLES, ROLLERBLADES, SKATES, SKATEBOARDS

Gonzaga University promotes smart and safe outdoor adventures allowing students to enjoy the beautiful local surroundings. Gonzaga fosters a learning and social environment which is safe for all persons within our community to travel safely and respectfully.

- A. Bicycles, scooters, skates and rollerblades shall remain outside the Law School and should be secured to bicycle racks only. Skateboards may be placed inside the building if they are kept in a personal locker.
- B. The Law School is not responsible for any bicycles, skates, rollerblades, scooters or skateboards left outside of the facility.
- C. Skateboarding, scootering, rollerblading and/or roller-skating are prohibited inside the building.
- D. Individuals engaged in such acts shall be requested to discontinue the activity. Failure to do so may result in Campus Security & Public Safety notification.

- E. Campus Security & Public Safety, Plant or Law School Administration may remove bicycles found in the building or chained to places other than bicycle racks from the premises.
- F. Any items attached to the bike racks outside of the Law School, other than the ones listed above will be removed, donated to a charity or discarded by either Law School Administration, Campus Security & Public Safety or Plant.

10. BUILDING HOURS

The hours of the Law School are set to provide maximum service to meet the needs of the Law School community. The building hours are based on the academic calendar including semester breaks, summer sessions, December holiday closing. University and national holidays are also taken into account when planning the building hours.

The hours of operation are posted at appropriate locations in the Law School and through the Chastek Library webpage.

Reservation requests for days the Law School is closed to the public are reviewed by Law School Administration. External groups requesting access to the building during non-public hours will not receive a room discount.

After Hours: In order to safeguard the facility and the campus community, the Law School has an after-hours policy to clarify who is permitted to have access to the building when it is closed.

Student Groups or Law School Personnel: have 24 hour access to the building. However, students, faculty, and staff should not open the building to outside groups without express permission from Law School Administration.

Public Access: can be granted use of the building when it is normally closed when requested by a GU group. A request in writing must be submitted to the Law School Event Coordinator at least thirty (30) days in advance. If it is approved, the room rental fee will not be waived for any and all rooms used beyond normal hours. A Law School staff member must be present whenever guests are present in the building.

Extending LAW Building Hours (early open/late close): Requests to open early or close late must be made in writing at least thirty (30) days in advance of an event. If approved, an operating cost may be charged to the organization responsible to open the facility early or keep the facility open late.

11. CANCELLATIONS

In order to accommodate as many requests for events as possible, all organizations must honor their reservations.

- A. Organizations, which fail to use reserved space (without prior notification, a "no-show") on a regular basis may lose the privilege of reserving space in the Law School. Time frame is dependent on number of occurrences and subject to change.
- B. For details on external event cancellations see **External Events**.

12. CATERING/FOOD AND BEVERAGE SERVICES

Flavours by Sodexo is the preferred caterer within the Law School. For events held within the Law School, recognized Gonzaga community groups (faculty, staff, administrators, student clubs and organizations) may do the following if they wish to provide refreshments to their guests:

- A. Contract with Flavours Catering by calling x6902 or 509.313.6902.
- B. Zag Dining has many unique ways to reduce catering expenses for Gonzaga community members. To view all of their menu options visit zagdining.sodexomyway.com.
- C. If alcohol is served at your event, then both food and beverages *must* be catered through Flavours by Sodexo to comply with the liquor license requirements of the University.
- D. Should your group choose a caterer other than Flavours by Sodexo, the caterer information must be supplied to the Law School Event Coordinator at least one (1) week prior to the event. The external caterer will not be granted use of any kitchen area and the Law School will not lend any event items to the group.
- E. All groups not using Flavours by Sodexo are responsible for cleaning up and throwing away any trash at the close of their event. Spaces that are left untidy may be assessed a clean-up fee.
- F. Should your group choose an "off campus" delivery option, drivers must respect established parking regulations. All deliveries must be coordinated with the individual or group placing the order so as to ensure quick delivery.

13. CHALKING

In an effort to maintain the integrity of the building, the use of chalk (also known as "chalking") or any other marking instrument on any surface inside is prohibited without Director approval. Chalk may be used on the walkways outside the Law School, but can be removed at the discretion of Law School Administration.

14. CHASTEK LAW LIBRARY

Chastek Law Library is a modern library providing access to over 250,000 volumes across three floors. Study rooms are available to Law School or UW Medical students by visiting schedule.gonzaga.edu. Chastek Library space is not available for external group reservations (unless approved by the Dean).

15. CLEANING/CUSTODIAL

As good stewards of the Law School, all persons are asked to take an active role in maintaining its care. The following guidelines and procedures have been set forth regarding cleaning, furniture care, and public space of the Law School:

- A. The public space will be maintained daily by the Gonzaga University's custodial department. This includes garbage, floors, windows, walls, public bathrooms, lobbies, and furniture within the building.
 - a. Departmental offices will have trash pick-up every two days.
 - b. Departmental offices should ensure the tidiness of its location.

- B. If you would like to move furniture around for social or study purposes, please contact the Dean's Suite, so that action may be taken. We ask you refrain from moving furniture yourself.
- C. Should you notice damage or carelessness within the Law School including grounds, we ask that you bring it to the attention of Law School Administration, either through the Chastek Circulation Desk or in the Dean's Suite, so action may be taken.
- D. All guests are expected to properly dispose of their trash in the proper trash receptacles as improper disposal of trash can lead to an unsightly environment and pests.
- E. Groups must leave reserved rooms and spaces in the condition in which they were found.
- F. All rooms have waste receptacles. Additional receptacles are available upon request.
- G. Groups that are in violation of the cleanliness policy may be assessed a fee.
- H. Groups that damage Law School property will be assessed a fee to cover the repairs.

16. COMMUNITY FOOD PREPARATION AREAS

As good stewards of the Law School, respect for both personal and institutional property in the Community Food Prep Areas is necessary. The Community Food Prep Areas are located on the first, second, and third floors. The following guidelines and procedures have been set forth regarding use of this space:

- A. Community Food Prep Areas are for student use (faculty, staff, and the public should not use them).
- B. Community Food Prep Areas counters should remain empty of all items unless the kitchen is in use. Any perishable items found on the counters or floor while the food prep area is not in use will be discarded.
- C. Toasters, coffee pots, and miscellaneous appliances should be clean if not in use.
- D. Always clean up after use. This includes dishes, service ware, silverware, countertops, sinks, microwave, cabinets and any other tool or surface after use.
- E. All items that are being stored in the refrigerator should be clearly marked with the following:
 - a. Name of person(s)/department.
 - b. Date when the items will be used.
- F. Items should not be stored in the refrigerator for more than one week. Custodial will discard items each Monday.
- G. Any items that show signs of spoilage will be immediately discarded with no questions asked.
- H. Trash should be bagged and taken to the dumpster on the South side of the Law School.
- I. The Law School is not responsible for any items that are lost or stolen from the Community Food Prep Areas. Additionally, the Law School is not responsible for any food that spoils in the Community Food Prep Areas or is discarded.

17. CONTINUING LEGAL EDUCATION AND PUBLIC PROGRAMS

Gonzaga Law School presents an array of continuing legal education events and public programs throughout the year to further attorney's professional development and engage the Spokane community on important legal topics. The Law School provides several events with CLE credit per year.

Internal or external groups wishing to offer a Continuing Legal Education event at the Law School must complete an event intake form and must coordinate with the Law School CLE Coordinator.

Continuing Legal Education events must be planned early enough to apply for CLE credit. Planners must coordinate with the Law School CLE Coordinator at least two months in advance (or four months if planning to apply for Idaho credit) and the CLE application materials must be submitted to the Law School CLE Coordinator at least 30 days in advance of the program (unless applying for Idaho credit; applications must be submitted three months in advance).

Programs cannot be advertised as a Continuing Legal Education event until the CLE application has been submitted to the State Bar Association *and approved*. For applications that are pending approval, the verbiage *CLE credits pending approval* must be included in the advertising for the event.

18. COPYRIGHT

A copyright grants the holder exclusive rights in the reproduction of creative works. With certain exceptions, no one may reproduce the work without express permission from the copyright holder.

- A. Gonzaga disapproves of and forbids duplication in any form that violates copyright law. This includes, but is not limited to, duplication of printed material, music, computer software, and video/audio materials.
- B. Members of the Gonzaga community are expected to adhere to the copyright law, fair use guidelines, licenses or contractual agreements, or other permissions.

To read the full Copyright Policy, please refer to the [Gonzaga University Policies and Procedures Manual](#) located on the Gonzaga website under Human Resources.

19. CREDIT CARDS

Credit Card Payments: The Law School does not accept credit card payments for payment of Room Reservations or reimbursements. For internal events accepting credit cards, CASHnet is the only accepted method of collecting payment for Gonzaga University. CASHnet stores can take up to one (1) month to set-up and should be requested through the Law School Event Coordinator.

20. DECORATIONS

Decorations must be safe. They should not present a safety hazard in any way. Any group wishing to use decorations at their event must meet with the Law School Event Coordinator at least two (2) weeks in advance to ensure the use of decorations will be acceptable.

Decorations Permitted Ribbon, flowers, vases, crepe paper, fabric, blue painters tape, paper, cardboard, and decorative lights. All decorations must be nonflammable.

- A. The use of tape, glue, thumbtacks or adhesive to affix decorations on the walls, ceilings, frames, columns, floors or staging is not permitted unless it is approved by the Law School Event Coordinator.

- B. Pictures are not to be removed from walls.
- C. Helium balloons are not allowed at any event without permission of the Law School Event Coordinator. Please see balloon guideline.
- D. Open flames, incense, and fire are never allowed.
- E. Flame candles are never allowed inside the Law School. LED candles are always permitted in any event or meeting venue.
- F. Decorations with a diameter smaller than one (1) inch are not allowed without permission of the Law School Event Coordinator. This includes but is not limited to glitter, confetti, birdseed, bubbles, beads, marbles, pebbles, etc. The only items allowed outside the building are bubbles and birdseed.
- G. The use of paint is prohibited in the Law School without the prior approval of Law School Administration.
- H. Smoke or fog machines interfere with the fire/smoke detectors and are not allowed.

The Law School reserves the right to deny the use of facilities for any event it deems inappropriate and to assess a charge for cleaning the area to return it to a condition adequate for continued use by other groups. If the event poses any facility concerns, the reservation request could be denied. All delivery of items is the responsibility of the organizers of the event and a designated individual from the event must be present to receive the delivery.

21. DEMONSTRATIONS AND PROTESTS

Campus demonstrations are governed by the University Events Policy and permitted by students provided they are conducted in an orderly manner and do not interfere with vehicular or pedestrian traffic, classes, or other University activities and functions.

- A. Students wishing to host a demonstration should work with the Law School Event Coordinator and the Center for Student Involvement to make appropriate arrangements. The University has the right to limit the time, place, manner and scope of a demonstration by students (as approved by Campus Security & Public Safety and CSI).
- B. If a demonstration becomes disruptive and interferes with the freedom of other members of the University Community or interferes with the ability of the Law School to provide a safe environment, then it is considered to be disorderly.
- C. Those participating in disorderly demonstrations should expect sanctions up to and including criminal prosecution. Demonstrations by non-Gonzaga students are not permitted on University property.

22. DEPARTMENTAL KITCHEN/BREAKROOM USE

The use of individual kitchens and breakrooms will be under the direction of the department head and the rules of the department.

- A. No cooking equipment outside of the approved appliances (e.g. refrigerator, microwave, toaster) for the location will be allowed.
- B. No open flames will be permitted in these spaces at any time.

23. DIGITAL DISPLAYS

The Law School contains digital displays throughout the building. The displays provide a sustainable and effective way to promote University activities, events and educational opportunities by displaying well-produced, eye-catching advertisements to a large audience.

DIGITAL DISPLAY SPECS

- A. Optimal size: 1390x625 pixels (vertical)
- B. JPEG, PNG or PDF
- C. 96 dpi

SUBMISSIONS

- A. Except for rare exceptions, the Law School digital displays are for Law School internal events. External groups will not be allowed use of the digital displays.
- B. All student-group announcements should be submitted to the Law School Event Coordinator for posting.
- C. The Law School Event Coordinator will review all submissions prior to posting and has the right to approve or deny any submission.
- D. Approved submissions will be displayed on digital displays on the first floor of the Law School.
- E. It is the responsibility of the person submitting the advertisement to ensure items are correct and free of errors. The Law School Event Coordinator will not be responsible for proofing items or helping with design.
- F. Submissions will be displayed for no more than two (2) weeks and will be taken down after (2) weeks or after the event has taken place, whichever comes first. Exceptions may be granted.
- G. All announcements will be displayed based on space availability and will be accepted on a first-come-first-served basis. During times of high demand, shorter posting periods may be established in order to accommodate all groups.

ACCEPTABLE CONTENT

- A. Announcements relating to significant student or faculty/staff achievements, awards, and accomplishments, or results of academic competitions (congratulatory listing of winners).
- B. Event information for upcoming activities sponsored or coordinated by Gonzaga departments, student organizations and recognized alumni.
- C. Changes in timing or location of regularly scheduled classroom activities or special events.
- D. Upcoming deadline information for nominations, scholarship applications, event reservations, etc., for approved programs.
- E. Information on new programs, courses, or services available to students or faculty.

UNACCEPTABLE CONTENT

- A. No classified ads (cars/apartments/bicycles/computers, etc.).
- B. No personal messages (one person to another).
- C. No political statements relating to campus, local or statewide.
- D. Violence, vulgarity or sexually suggestive language or images.
- E. Content, language, images or reference to the use of alcohol or illegal substances.
- F. Racial/ethnic/gender or religious insensitivity through any language or images.
- G. Messages may not conflict with the mission of Gonzaga University or the Law School.

24. DONATION BINS

Knowing you sacrificed something such as time, finances or property in order to help others in need gives purpose. Donations are a way of extending this practice. In doing so, please abide by the following policy set forth for donation bins:

- A. University departments or recognized student organizations can request space for donation receptacles. Other events or activities already scheduled will be taken into consideration when these requests are made.
- B. Departments in the Law School can hold drives or have donation bins inside their suites and are responsible for maintaining the cleanliness of the donation area and emptying the donation box as needed.
- C. Boxes must be covered/decorated and should include the sponsoring organization or department's name, dates of the collection, and the place where items will be donated.
- D. Unattended cash donation collection containers are not allowed in the Law School or any other university buildings.

25. DRESS CODE FOR BUILDING GUESTS

We aspire to create a university environment that is welcoming and accessible to all students. To maintain the good image of the University, guests are reminded to be appropriately attired in a manner befitting the University when on site. Please be respectful and appropriate in your attire.

- A. *Clothing*: Shirts, tops, pants, shorts, dresses and skirts should be suitable to the Law School environment and must be worn at all times.
- B. *Footwear*: The University promotes freedom to select footwear of your choice when in the building. Please note, however, it is in your best interest to choose footwear that protects the toe as well as the entire foot. Safety is our utmost concern, so we recommend footwear that is easy to walk in, made with non-slip material (i.e. rubber soles) and appropriate for weather conditions throughout the year. In wet weather, the Law School Atrium floor is very slippery and falls happen. In regards to state and federal health code and safety regulations, it is also policy that footwear be worn in public spaces.

26. DRUGS AND CONTROLLED SUBSTANCES

The unlawful manufacture, possession, control, sale, transfer or use of any dangerous drug, controlled substance, experimental drug, mind-altering substance, or drug paraphernalia on University premises or at University-sponsored activities is prohibited. Actions that violate local, state, or federal laws in relation to drugs are also a violation of University policy. This includes the improper use of prescription drugs.

- A. Gonzaga prohibits the use or possession of marijuana on Gonzaga-owned, leased, or managed property or during any university-sponsored or affiliated activity or program whether on campus or at another location.

- B. The illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from the University and/or referral to law enforcement officials.
- C. The University reserves the right to confiscate, retain, and dispose of/destroy any and all drug related items regardless of value or ownership.

27. ELEVATOR USE

The Law School has two (2) elevators. Campus elevators are inspected semi-annually and tested annually to ensure that they are working safely. The following guidelines are to keep all users safe while operating the elevators:

- A. Do not overload an elevator. The weight load of each elevator is clearly posted inside the cab. Students, faculty and staff should step out if they find themselves in a tightly packed elevator.
- B. Do not try to leave a moving elevator. Never try to climb out of a stranded elevator.
- C. Do not interfere with opening or closing doors. If the doors are closing, let them. Never reach your hand out to stop a closing door. Wait for the next elevator.
- D. Do not try to force elevator doors open. Attempting to force the doors to open can cause injury.
- E. In an emergency, use the phone in the elevator to call for help. These phones are answered by an elevator monitoring company dispatcher. Follow only the instructions from elevator dispatch personnel, campus safety or a public safety responder in an emergency situation.
- F. In case of fire, do not use an elevator. A fire alarm will disconnect power from the elevator.
- G. Watch your step getting on and off an elevator. The most common elevator related injuries are caused by tripping when entering or leaving an elevator or being hit by closing doors.

28. EMERGENCY PREPAREDNESS

ZagAlert is Gonzaga's emergency communication system which helps ensure the safety and security of our campus community.

- A. ZagAlert notifies students, faculty, and staff of an emergency involving an immediate threat to health or safety or a situation presenting a major disruption to campus operations.
- B. Register for *ZagAlert*. Visit the ZagAlert webpage at www.gonzaga.edu/zagalert for information on how ZagAlert works, to register, or ensure your contact information is up-to-date in the system.
- C. Questions about emergency preparedness guidelines should be directed to Sharalyn Williams via email or calling x3732 or 509.313.3732.

29. EVACUATION PROCEDURES

In the event of a fire alarm or emergency, all persons in the Law School are asked to evacuate the building in an immediate and orderly fashion using any one of the marked exits. For building constituents, please follow instructions provided by floor captains for each floor.

- A. Do not use elevators in an emergency situation. Once you leave the building, you should go to your group's assigned meeting area.
- B. If you observe smoke or a fire and the alarm is not sounding, leave the building immediately; activate the fire alarm at the pull station on your way out. Dial 911; then contact Campus Security & Public Safety.
- C. All persons must remain outside of the building and may not reenter until permission to do so is given by a public safety responder or Gonzaga official (e.g., Campus Security & Public Safety, Law School Administration).
- D. Any person, who activates a false alarm, tampers with fire or safety equipment such as extinguishers or door alarms risks placing the lives of others in danger. This is a very severe violation and anyone who misuses safety equipment either accidentally or maliciously, is subject to University disciplinary action and prosecution under Washington State law.

30. EVENT POLICY

In conjunction with the *Gonzaga University Events Policy* documented in the *University Policies and Procedures* manual, the Law School Event Coordinator will assist constituent groups and organizations in initiating, reviewing and finalizing events and programs to promote the consistent application of the policy.

- A. In order to accomplish this duty, the Law School Events Coordinator must be informed of all programs, events and activities planned for the Law School building or sponsored by the University.
- B. For venue and booking information, please visit our website at: <https://www.gonzaga.edu/school-of-law/about/facility/plan-an-event>

31. EXTERNAL EVENTS

For any external, non-Gonzaga University event, a signed usage agreement and payment is required. Payments, changes, modification and cancellations will be outlined in the usage agreement.

Standard Room Rental Rates

- A. Unless otherwise specified in the Use Agreement, external groups will be charged a room rental fee designed to recover costs for ordinary utilities, security, staff assistance, and custodial services.
- B. Event occurring outside of normal business hours will be charged the full room rental fee.
- C. Room rental fees are:
 - Barbieri Courtroom: \$400
 - Classrooms 143, 226, 227, and 314: \$200
 - Seminar Rooms 265, 303, and 305: \$100
 - AV assistance outside of normal business hours: \$50/hour (weekdays) and \$75/hour (weekends)

32. External Third-Party Vendor Policy

No external third-party vendors are allowed to sell a product or enter into a contract with Gonzaga University School of Law students during Orientation or the first full two weeks of classes.

- A. Vendors must limit their contact and discussion with entering students.
- B. Vendors may put a name and swag on a table and discuss the content of their product; pricing plans or options may not be discussed.
- C. Vendors wanting an exception to this policy must discuss the issue with the Assistant Dean of Students.

When week three begins, vendors may table in the Law School building once per week during the semester, with their last week being week 14 of the semester. If a student, staff, or faculty member reports a violation of this policy, the Assistant Dean of Students will revisit the vendor's rights and access to students on campus.

Bar Study Contract Cancellation Fees: If a student is not within 12 months of graduating when they enter into a contract for bar study courses, students will receive a full refund should they choose to withdraw from the bar study course. If a student is within the 12-month time period, any contracts the students enter into will allow students a right to withdraw by February 1 for July bar exam takers and September 1 for February bar exam takers without owing or forfeiting more than \$250. The student should not be penalized an additional 'cancellation' fee if they have not received a substantial benefit from the bar vendor.

33. FACILITIES USE

The Law School has a variety of meeting and event space available for use by student groups, University departments, and external groups.

- A. Reservations can be made by contacting the Law School Event Coordinator via e-mail or by calling 509.313.3742 or x3742.
- B. Internal reservations can also be made online by using schedule.gonzaga.edu.
- C. If you have questions, feel free to stop by the Dean's Suite during business hours to discuss the event with the Event Coordinator.
- D. For venue and booking information, please visit <https://www.gonzaga.edu/school-of-law/about/facility/plan-an-event>

Priority of Use: When reserving space, the Event Coordinator will observe the following priorities, in the order presented, in authorizing use of Law School facilities.

- E. The Law School's educational program, including but not limited to classes, examinations, make-up classes, and tutorials;
- F. 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, and CLE programs sponsored by the Law School;
- G. Meetings and events sponsored by a Law School recognized student group;
- H. Events sponsored by Gonzaga University;
- I. Hearings, trials, or similar events of a federal, state, or tribal court or governmental agency;
- J. Bar review classes available to Law School students or graduates and provided by a bar preparation company.
- K. CLE programs and similar events sponsored by a federal, state, or county bar association.

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- L. National standardized tests, such as the LSAT, ACTS, and MPRE; and
 - M. Other events approved by the Dean or a representative 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 free of charge to Gonzaga Law constituents and the appropriateness of holding the event on campus.

Not-allowed events:

- A) Private events such as weddings, anniversaries, or parties
- B) Rallies or meetings of political organizations, candidates for public office, or initiative campaigns; or
- C) Fundraising events (other than those sponsored by the Law School, the University, or its subdivision or departments).

34. FILMING AT THE LAW SCHOOL AND ON THE GONZAGA UNIVERSITY CAMPUS

- A. Requests from external groups to film at the Law School must be submitted in writing to the Law Marketing Office at least three (3) months in advance.
- B. Gonzaga University requires prior review of any script, screenplay, storyboard, or other planning documents developed by producers BEFORE any filming is permitted. Multiple University departments may need to weigh in on specific requests. Adequate time must be allotted for this review.
- C. After the University completes an initial review of a filming request, it will decline the request or make a determination of conditional approval pending execution of a film location agreement.
- D. The producer, film maker, or person(s) responsible for the making of a film, pod cast, video or movie (Film Maker) shall enter into a film location agreement drafted by the University and including terms under which the Film Maker indemnifies Gonzaga University, carries specified types and amounts of insurance, establishes procedures for the placement of equipment and temporary construction, establishes set behavior standards, and other terms as required by Gonzaga University. Gonzaga University shall have the right to review any unedited or finished product prior to the producer utilizing the finished product for its intended purpose. Gonzaga University will not approve requests associated with films that are not pursuing a G, PG, or PG-13 rating or that involve subjects or images that are contrary to Gonzaga University's Mission and Catholic and Jesuit Identity.
- E. Gonzaga University does not permit the use of Gonzaga University trademarks, logos, colors, or campus shots that can be clearly identified as Gonzaga University in any film, video, pod cast, or movie, unless otherwise specified or agreed upon in writing by an authorized Gonzaga University official.

Requirements for student film projects shot in campus facilities for classroom use are:

- a. Students working on class projects who plan to film in the Law School are required to obtain permission at least 24 hours in advance. If students plan to film an event, they must also get the event sponsor's permission 24 hours in advance. The Law School or event sponsor may withdraw permission at any time if the filming is determined to be disruptive to university business.
- b. Student film crews should carry their ZAGCARDS with them at all times during the shoot so that they can be easily identified as Gonzaga University students filming a student project.
- c. Student film crews shall honor the request of any students, faculty or staff members who decline to be filmed while on campus.
- d. If, after complying with these requirements, students encounter unreasonable interference to their filming by Gonzaga University employee(s) or fellow student(s), they should contact their faculty member for assistance.

35. FIRES, OPEN FLAMES, AND FLAMMABLE ITEMS

Fires and Open Flames: The use of equipment that produces, contains, or conducts a continuous open flame – such as candles*, potpourri burners, incense, or other combustibles – is prohibited.

- A. *Use of candles is prohibited in public spaces, offices, and suites.
- B. *Open flames are never permitted in the Law School.

Flammable Items and Material: Examples of flammable items or materials which are specifically prohibited from any University property include, but are not limited to: gasoline containers (full or empty), gas-operated camping equipment (e.g., Coleman stoves), propane tanks and liquid oxygen containers. Other examples of commonly utilized flammable materials that are considered dangerous and therefore prohibited include chemical compounds and components, open-coil burners, and open-coil space heaters. In addition, natural Christmas trees are prohibited.

Sterno Cans: Sterno cans must be supervised at all times when being used in the Law School. Failure to do so may result in the group to losing the privilege to use Sterno cans in the future.

Barbeques and Patio Heaters: Gas or charcoal barbeque grills and patio heaters are prohibited in and around the Law School unless scheduled and supported by the Zag Dining and approved by the Law School Event Coordinator. Exceptions include can be made for A) Law staff or faculty member with a current Washington State food worker card may use the Law School barbeque outside the Law School on a concrete pad for Law School activities or B) Law Students with a current Washington State food worker card using the barbeque as for an approved group activity. External groups will not be granted permission to use barbeque grills on Law School grounds.

36. FOOD IN COURTROOM

Food and beverage service are allowed in the Barbieri Courtroom with appropriate prior approvals by the Event Coordinator.

- A. All hot food and beverage service for use in the Barbieri Courtroom must be set up and served by Flavours by Sodexo.
 - a. Outside caterers are only allowed in this space with approved menu by the Event Coordinator.
 - b. Outside caterers must be responsible for their own equipment and trash removal.
 - c. Outside caterers will not be granted use of any Sodexo/Gonzaga owned catering equipment or use of any kitchen areas in the Law School.
- B. For any questions regarding food or beverage use in these spaces please contact the Law School Event Coordinator.

37. FOOD TRUCKS

Food trucks must be coordinated through Sodexo. Contact ZAGDINING at x6906 or 509.313.6906.

38. FOURTH FLOOR LOUNGE

The Faculty/Staff Lounge on the Fourth Floor may be not be reserved by non-faculty or non-staff groups. It may only be used for internal Law School events, unless otherwise specified by the Dean.

39. FURNITURE

The Law School is our place to engage and therefore everyone's obligation to show care for the furniture in our building. The furniture in the Law School has been intentionally arranged in a manner that insures ADA compliance and safety for all guests. Moving of furniture by untrained persons may cause injuries to guest and damage to the floors, walls or the furniture itself. If you would like furniture moved within the Law School, please make a request to the Dean's Suite front desk..

One exception to this policy is that students are permitted to move chairs to add seating to a table in the Law School's study areas so as to accommodate a large group gathering. Please return chairs to their original location once finished.

- A. Law School equipment may be used at no charge to recognized Law School Student Groups and Law School Departments.
- B. Law School furniture is not permitted outside the building unless permission is given by the Dean's Office.
- C. For room setup requests, outside of the normal list of room configurations may require additional time and labor costs. These costs will be the responsibility of the requesting organization.
- D. The Law School Event Coordinator determines if partial or full removal of furniture is necessary for an event. Such requests should be made at least five (5) business days prior to the event.
- E. If additional furniture is needed beyond what the Law School has in inventory for an event, it may have to be rented from an approved rental company. All costs are the responsibility of the sponsoring group.
- F. All load in and load out of rented furniture must take place through the Law School loading dock.

40. GOLF CARTS AND MOTARIZED SCOOTERS

Golf carts and motorized scooters must adhere to all traffic laws, signs and markings while on campus. The campus speed limit is 10 MPH for all motorized vehicles. Golf cart operators must be very cautious when driving close to any building or on sidewalks. Golf carts and motorized scooters may not be left in front of exterior doors of the Law School. For a full list of guidelines and procedures regarding golf carts please contact Campus Security at x2222 or 509.313.2222.

41. INFORMATION TECHNOLOGY USE

This policy is established to make users of Gonzaga University's computing resources aware of their privileges and responsibilities, and to maximize the value of those resources to the Gonzaga community, while permitting maximum freedom of use consistent with the law, Gonzaga University's Mission statement, the *Student Code of Conduct Handbook*, the *Gonzaga University Policies and Procedures* manual, the *Faculty Handbook*, and a productive environment. Any use of Gonzaga University computing resources that violates policies contained in these manuals and handbooks also violates this policy.

For the complete policy, please see the University's Information Technology Services website:

www.gonzaga.edu/its. Students and staff are bound by all the terms and conditions of the policy. It should be noted that this policy contains specific information about the use and user expectations regarding University e-mail accounts. Please review this policy carefully.

42. KEYS AND CARD ACCESS

The security and safety of the Law School occupants and its guests is of utmost importance to the University. It is the responsibility of all of the Law School constituents to maintain control of the facility and office access.

- A. Office keys will be distributed and cataloged by the Plant Services department.
- B. Should any staff or student employee lose a key or office access card to any Law School doors, the department or individual responsible shall be charged the expense for all necessary lock changes. It is the individuals' responsibility to report all lost access cards and keys immediately to Campus Security and Plant Services.
- C. Keys that are no longer needed shall be returned to the Plant Services.
- D. Access cards that need to be deactivated need to be reported to the Registrar's Office.
- E. Please take steps to secure all office spaces when not in use and bring to the attention of the Law School management any individuals that may look suspicious.

43. LACTATION ROOM

Gonzaga University supports mothers returning to work after having a baby and has created a dedicated space for nursing moms on the (1st) first floor of the Chastek Library. The room is equipped with comfortable seating and outlets. Privacy has been added to ensure mothers feel comfortable.

44. LADDER AND LIFT USE

The use of ladders results in a risk of incident or injury to the user as well as anyone in the near vicinity. In an effort to ensure the safe use of a ladder it is therefore Law School policy that non-faculty and non-staff are not allowed to use ladders.

45. LOADING DOCK USE

The loading dock will be the primary location of movement of product coming into and moving out of the Law School facility. The loading dock will provide direct access to staging areas, storage rooms and freight elevators as well as the transfer of equipment & deliveries throughout campus. This environment can be one of the more hazardous areas on campus and as such requires all users to be fully aware at all times.

The following are just a few hazards that present themselves on and around loading dock areas:

- A. Employees being hit by equipment and powered trucks
- B. Slips, trips and falls
- C. Unsecured loads
- D. Debris or liquid spills on floor
- E. Material handling injuries (lifting)

Ensuring loading dock safety can be a challenge but with proper training, diligence, and controls we should have an efficient and safe operation. It shall be the responsibility of all users to maintain the cleanliness and sanitation of the dock area. In the interest of security and appearance, the bay doors shall remain closed whenever they are not in use.

Delivery Vendors are defined as vendors who provide deliveries of large products or bulk quantities of products. Delivery vendors do not include vendors who can reasonably transport their products or equipment on foot from a valid parking spot.

- A. Delivery vendors are permitted to park temporarily (no more than 30 minutes) to unload or load products or equipment.
- B. No vehicles should be located at the dock for an extended period without consent. Loading docks or designated loading areas should be used whenever possible.
- C. In addition to loading areas, delivery vendors may also park in any valid parking space provided they take up no more than one space. Vehicles should be secured with the engines turned off while at the dock.

Personal Vehicle Deliveries should be limited and vehicles should be moved as soon as the delivery is done. Failure to follow this policy could result in the vehicle being towed. Should a personal delivery be necessary, efforts should be made to encourage an afternoon delivery time.

46. LOST AND FOUND PROTOCOL

The Chaskek Library manages all Lost and Found items found in the Law School. After one week, items are sent to the Main Campus Lost and Found in the Hemmingson Center.

IMPORTANT NOTE: We have a 30-day holding policy. After thirty days if an item has yet to be claimed it will be removed and extended to a charitable organization.

When an Item is Received: A HC Welcome Desk attendee will log the item in the Lost and Found log and tag the item with the date it was received. The items may also be added to Gonzaga's Lost and Found page.

How to Claim a Lost Item: A HC Welcome Desk attendee will ask you to describe the item you are missing. A detailed description or other identifying information may be required. They will then retrieve the item from the Lost and Found and collect a name and phone number for records.

Process for Items Considered High Value: When a "high value" item such as:

- A. Electronic devices such as iPads, laptops, cameras, Kindles (other than smartphones or e-books).
- B. Anything that looks like Prescription pills/ medication (even if it might just be vitamins).
- C. Wallets, Purses, ID and credit cards.
- D. These items will be logged and then a HC Welcome Desk attendee will submit the item to Campus Security by 2:00 PM each day.

Lost ZAGCARDS: Should a student, faculty, or staff member lose their ZAGCARD:

- A. The ZAGCARD will be logged in the Lost and Found at the Hemmingson Center. A HC Welcome Desk attendee will then email the student, Student Accounts Office, faculty, or staff member.
- B. When the HC Welcome Desk closes, if no one has claimed the card, the card will be given to Security and a follow up email will be sent communicating the card will now be with Security.

47. MOVIE VIEWINGS

Group viewing of rented, personally owned or downloaded media (such as movies or television shows) in the Law School is a violation of copyright law unless permission has been granted by the production company to screen the film or show. Please contact GUEST for questions or to obtain movie rights for a film. Call x6857 or 509.313.6857.

- A. Therefore, proof of said permission must be provided to GUEST and the Law School Event Coordinator before such group viewings can be approved.
- B. It is recommended that groups utilize an approved motion picture distributor as a vendor for this purpose. GUEST has access to a library of films that are available for rent for the purpose of screening films or shows from a variety of production companies.
- C. Groups interested in ordering titles must work with GUEST personnel.
- D. Group viewing events can be held in any bookable location within the Law School provided that all necessary documentation has been obtained and that the event has been approved.
- E. Groups can view films when associated with a class where all participants are part of the teaching activities and they have a legitimate copy of the movie.

48. PARKING

When planning, or attending an event at the Law School, all guests must park in accordance with University parking policies available from the Parking Office or by calling x4147 or 509.313.4147.

- A. The Law School has a convenient parking lot between McCarthy Athletic Center and the baseball field.
- B. Visitors must obtain a visitor pass from the Admissions Office, Law library circulation desk, or by prior arrangement by calling x4147 or 509.313.4147.
- C. Designated visitor parking spaces can be located by viewing the [Campus Parking Map](#).
- D. The Law School is not responsible for any vehicle, items in a vehicle or ticket issued to a driver of a vehicle left unattended anywhere near the Law School.

49. PDA – PUBLIC DISPLAYS OF AFFECTION

Gonzaga University expects its members to treat one another with sensitivity, consideration, and understanding and to demonstrate an active concern for the welfare of others. Members of the campus community are asked to observe reasonable community and societal standards of conduct and interaction.

Student Conduct Expectations: Being overly affectionate in public forums can create environments that are uncomfortable, as well as disrupt concentration and learning. Our guests are expected to show good taste and respect for others as the guideline for appropriate behavior. Please be respectful as the Law School is the Law Community's home.

50. POTLUCKS

- A. In the interest of maintaining a professional atmosphere, potluck functions and the use of crockpots or similar equipment should be restricted to the Fourth Floor Lounge or internal office locations.
- B. Any foods served in these locations will be the responsibility of the department leadership.

51. PUBLIC SPEAKERS AND EVENTS

The University is governed by the basic assumption:

- A. That commitment to these principles, ideals and convictions is totally consonant with Gonzaga's mission as a Jesuit, Catholic institution, with human freedom;
- B. that religious insights and values are complimentary to the intellectual life; and that a continuing synthesis between the Christian perspective and all forms of knowledge is essential to a more perfect wisdom and understanding.
- C. Hence, it is understood that the sponsoring of speakers by any University group is not to be taken as an institutional endorsement or as an endorsement by the sponsoring group, but rather as an exercise of that group's legitimate interest in serious inquiry and examination.
- D. All public speaking events held in the Law School will need to go through the Law School Event Approval Process and be vetted by the appropriate Vice President, Dean and/or department heads before event space and plans can be confirmed.

52. SECURITY

All security needs are managed by Gonzaga Campus Public Safety and Security Department. It is left to the determination of the Law School Administration and Campus Security & Public Safety when and how many Campus Security & Public Safety officers or security guards may be needed at an event. All associated costs for having security at an event will be the responsibility of the sponsoring organization.

- A. Services provided by the Campus Public Safety and Security Department include, but are not limited to:
 - a. *Campus Patrols*: Campus officers provide proactive patrol of the campus and University area designed to detect and deter crime and facilitate a safe environment on foot, car, and bicycle.
 - b. *Security Escorts*: Campus Security & Public Safety Officers can provide an escort to any area on campus, as well as a portion of the Logan neighborhood adjacent to GU. For a security escort, please call x2222 or 509.313.2222.
 - c. *Responding to Incidents*: Campus Security & Public Safety Officers respond to a variety of incidents on campus including fire alarms, medical calls, and reports of criminal activity.
 - d. *Crime Prevention*: Preventing crime is a team effort involving all Gonzaga community members. The goal is to share accurate information in a timely manner with our community regarding crime, crime prevention, and Campus Security & Public Safety and safety issues.

We encourage you to visit Gonzaga's Security blog at blogs.gonzaga.edu/campo/ for the most current information on public safety and security issues affecting the Gonzaga community.

53. SMOKING & VAPING

University policy and state law prohibit smoking inside buildings and within 25 feet of building entrances, exits, and windows that open and ventilation intakes. In many cases a person who chooses to smoke must be more than 25 feet from the building in order to comply with the law and University policy.

The Law School requests that in respect of the tenants and center appearance that all smoking is restricted to the back patio of the Law School, but not within 25 feet of the building. These restrictions apply not just to tobacco but to all smoke, tobacco and e-cigarette products. Vaping policies are the same as all smoking policies. Vaping is never allowed inside the Law School Building.

54. SOCIAL MEDIA

Followers of Gonzaga social media are encouraged to engage in discussions about Gonzaga that are authentic, healthy, respectful, factual, and topical.

Gonzaga social media pages are not for:

- A. Spam
- B. Advancing an agenda
- C. Misrepresentation
- D. Offending others
- E. Sharing personal information

We reserve the right to remove content not explicitly referred to in these expectations at the University's discretion. Comments, links, photos, videos, or other content that violates the stated purposes and expectations of participation in Gonzaga's social media communities will be removed at the discretion of Gonzaga University without advance notice, explanation, or discussion.

Please help us uphold the integrity of our social media pages. Contact socialmedia@gonzaga.edu if you become aware of any content that violate these expectations or if you have any questions.

55. SOLICITATION

In order to protect students' right to privacy, under no circumstances are solicitors (internal or external) allowed to canvas the campus. Any violation of this policy should be reported immediately to the Dean's Office or Campus Public Safety and Security. Permission to engage in public area solicitation near the Law School must be obtained from the Dean's Office.

- A. Solicitors, sales persons, or canvassers seeking student or staff contact, unless approved by the Dean's Office, may not use the area for their sales and solicitations. This includes the distribution of any materials, handbills, flyers, or literature.
- B. Individuals engaged in these activities will be asked to leave the premises. Failure to do so will result in the staff contacting Campus Security & Public Safety.
- C. Any approved distribution should be done at a vendor table with the proper permission and any approved activities must take place behind the reserved vendor table.
- D. The use of University facilities and resources to conduct commercial ventures not sanctioned by the University is prohibited. This restriction includes housing facilities, MSC box/address, University phone number(s), voicemail, computing resources and use of University logos/trademarks.

56. TABLING

The Law School offers table and chair services for use in designated locations inside the Law School atrium. This service, commonly refer to as "Tabling" is offered primarily as a way for internal clubs, organizations and departments to promote an event or program, hold a fundraiser, raise awareness or recruit.

All Student Club/Org/Group events must be pre-approved by the Law School Event Coordinator and have received an Event Proposal Approval e-mail.

- A. In most cases, non-University groups will not be permitted to table in the Law School.
- B. Groups should reserve a table at least 12 hours in advance at schedule.gonzaga.edu (select the Law Library template)
- C. Bar Review Reps are allowed to table, however internal groups or student clubs receive priority and can bump Bar Review reservations.

57. TRASH/COMPOST/RECYCLING

Gonzaga's commitment to Climate Action Plan (CAP) is intended to guide Gonzaga in furthering its commitment to sustainability and to addressing climate change. We envision an appropriate and thorough integration of ecological stewardship and sustainability at all levels of University life.

- A. In respect for each other, our world and our University, recycling, trash and compost bins will be available at specific locations throughout the Law School for ease of use.
- B. Gonzaga uses single-stream recycling. Any clean and empty piece of recycling can be placed in any one of the recycling bins which is available on all floors of the law School.
- C. Compostable food scraps can be placed in any of the organic bins which is available on all floors as well.

58. VANDALISM

The mission we share depends upon the responsible use of all property, including such tangible goods as buildings, equipment, and green spaces. Respect for property also involves helping to foster a well-maintained environment: a sense of safety, security, tranquility and ownership.

Examples of behavior that would indicate disrespect for property include but are not limited to:

- A. Theft, improper possession, misuse, vandalism, or damage to the property of the University or another person.
- B. Unauthorized entry, trespass or tampering with University premises, facilities or property, including fire protection equipment.
- C. Arson, reckless burning and other inappropriate uses of fire.
- D. Activities which potentially could be disruptive, damage property or endanger others.
- E. Furniture or equipment may not be removed or altered during the use of the facility without prior approval from Law School Administration. All decorations must be removed and the rooms must be left in an unmarked condition when the event is completed. The University Host or non-sponsored external organization shall be responsible for reimbursement to Gonzaga University for all repair and replacement costs arising from negligence or abuse by that group.

- A. Common areas are hallways, stairwells, lobbies, and bathrooms. If you notice damage or carelessness anywhere on campus including grounds, we ask that you bring it to the attention of Law School staff so that action may be taken. The cost of repairing damage due to vandalism, or theft of property is felt by all. We therefore encourage each member of the community to consider him/herself equally responsible for building common areas, and to intervene directly in behavior that poses a threat to the physical facilities and property.
- B. Students who accidentally break something in a common area should report the incident to the Dean's Suite front desk in order for a remedy to be decided.

59. VISITORS

For the safety of the GU community and our guests please observe the following:

- A. The use of the Law School facility is primarily for Gonzaga Law School students, staff, faculty, alumni, and their guests.
- B. All visitors of the Law School must abide by the lawful directions given to them by Campus Security & Public Safety or Law School personnel.
- C. Children under 16 years of age are not permitted inside the Law School without adult supervision.
- D. In line with campus policy, no firearms or weapons of any kind are permitted inside the Law School with exception of law enforcement officers.
- E. No signs, banners, or advertising of any kind is permitted without prior approval from the Law School Event Coordinator.
- F. Only service animals are permitted in the building, no pets. See **Animals-Service Animals, Pets**
- G. All facilities are smoke/tobacco free facilities. See **Smoking**

60. WEAPONS

Possession, use, sale, or exchange of weapons at any location on campus, or within University residences, is prohibited.

- A. Firearms, fireworks, chemicals of an explosive nature, explosives or explosive devices, or weapons shall not be maintained on the university campus except as specifically authorized by the Director of Campus Security & Public Safety.
- B. The term "weapon" includes any object or substance designed to inflict a wound, cause injury, propel and object, or incapacitate and includes, but is not limited to: all firearms, pellet/BB guns, paintball guns, home manufactured cannons, bows and arrows, slingshots, martial arts devices, switchblade knives or knives with a blade longer than three inches (with the exception of kitchen knives in our University homes or apartments) and clubs. Toy guns and other simulated weapons are covered by this policy.