



Guest Protocol & Building Use Policy

Table of Contents:	Page:
I. The Meaning of wə́təbʔaltxw - Intellectual House	1
II. Cultural Protocol	1
III. Vision	1
IV. Spaces and Amenities Available at wə́təbʔaltxw	2
V. wə́təbʔaltxw Guest Priorities & Priority Protocol	2
VI. wə́təbʔaltxw Rental Policies & Procedures	5
VII. wə́təbʔaltxw Work Requisition Policies & Procedures	7
VIII. wə́təbʔaltxw Audio/Visual Support & Computer Network Access Policies & Procedures	9
IX. wə́təbʔaltxw Kitchen Policies & Procedures	10
X. wə́təbʔaltxw Traditional Foods Fire pit	12
XI. wə́təbʔaltxw Code of Conduct Regarding Alcohol, Drugs, and Tobacco	13
XII. Garden and Gathering Circle	15
XIII. Notice of agreement to Terms of this Building Use Policy	15
XIV. Guest Locker Policy	15

I. The Meaning of wə́təbʔaltxw - 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, wə́təbʔaltxw. We blessed it, named it, reclaimed the plants, trees and food gathering regions, designed its parts and constructed a building. It is a good Intellectual House.

Cheryl A. Metoyer (Cherokee) Retired 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. wə́təbʔaltxw 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 wə́təbʔaltxw will advance this goal while enriching the experience of our guests.

III. Vision

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



IV. Spaces and Amenities Available at wəłəbʔaltxw:

A Gathering Hall (capacity 631 standing)

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

B Conference Rooms (capacity 30)

1. 18 swivel chairs
2. 2 whiteboards
3. 18ft. Conference table
4. Conference phone (can conference call up to 2 other parties. For more, please expect to use a 3rd party conferencing interface)
5. 55in. LCD TV

C Kitchen

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

D Gathering Circle (Public space, not reservable)

1. 8 benches
2. Garden

E Bathrooms

1. Women's restroom
2. Men's restroom
3. Family/Gender Neutral restroom
4. Changing/Nursing room
 - a. 8 Lockers (intended for UW Student Day-Use only)
 - i. See Section XIV

V. wəłəbʔaltxw Guest Categories and Priority Protocol

- A. The UW wəłəbʔaltxw reservations are operated by wəłəbʔaltxw staff through the use of the reservation system MIDAS (found here: [MIDAS](#))



<https://uwintellectualhouse.mid.as/webrequest.pl>) on a first come, first served basis with priority guest levels as defined below:

UW Registered Student Organization

- 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 wə́təbʔaltxw at this 75% discounted rental rate.
- Student, Faculty, & Staff groups who host events in wə́təbʔaltxw 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 wə́təbʔaltxw.
- Student, Faculty, & Staff Groups who co-sponsor events in wə́təbʔaltxw 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.
- Pre-kitchen use meetings are required for all groups and guests. The wə́təbʔaltxw Assistant Director will be present to go over kitchen use policies and procedures.
- If the event is large and requires security, the group, wə́təbʔaltxw Assistant Director, SAO advisor, and UW public safety must meet for a safety meeting.
- Events must align with the mission of wə́təbʔaltxw and the University of Washington.
- Student Organizations may reserve space in wə́təbʔaltxw a maximum of 2 year in advance.

UW Campus Community

- Campus Community is 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 60% discounted rental rate.
- Internal guests, who host events in wə́təbʔaltxw 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 wə́təbʔaltxw.
- Internal Groups who co-sponsor events in wə́təbʔaltxw 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.



wə́təbʔaltxw - Intellectual House

- Events must align with the mission of wə́təbʔaltxw and the University of Washington
- Organization may reserve space in wə́təbʔaltxw a maximum of 18 months in advance.

Non-Profit Organizations

- Including:
 - Tribal Communities, groups, organizations, enterprises or Urban American Indian/Alaska Native Community Organizations.
 - Any other organizations with a designation of Non-Profit that carry a 501(c)(3).
- All groups must fill out the Use of University Facilities form at least one month prior to the event and have co-sponsorship from an on campus group, office, department or program: <http://depts.washington.edu/eventfrm/>
- Events or programs exclusively sponsored by and intended for members of the University community will be charged the 30% discounted rental rate.
- Organizations may reserve space in wə́təbʔaltxw a maximum of 18 months in advance.
- Events must align with the mission of wə́təbʔaltxw and the University of Washington.

General Public

- All other groups must fill out the Use of University Facilities form at least 1 month prior to the event. However, reservations will not be accepted more than 12 months prior to event. <http://depts.washington.edu/eventfrm/>
- Public groups must have a sponsor within the University per UW Policy.

B. The wə́təbʔaltxw Intellectual House Academic Programming Committee is charged with “setting, approving, implementing, and evaluating the academic programming of wə́təbʔaltxw.” Proposals for events that fulfill the wə́təbʔaltxw academic mission of foregrounding Indigenous thought and research concerning Indigenous peoples must be sent to the IHAPC for review. Time slots during regular wə́təbʔaltxw hours can be set aside for IHAPC events but cannot supplant an existing reservation. These events are subject to our UW Campus Community Rates (see website for current rates). Funds from IHAPC come from wə́təbʔaltxw Service and Activities Fee and can be applied to facility rental, honoraria, and supplies. Funds may NOT be used to purchase food or gifts. For more information, see Restricted Fee-Based Funds (<https://opb.washington.edu/uw-budget-overview>). Events scheduled outside regular business hours are subject to review on a case by case basis and require the approval of wə́təbʔaltxw staff in addition to the IHAPC.

C. Upon submission of reservation request, indication that the user has read and



agrees to this policy, the user is agreeing to the terms and policies outlined in this document. Not agreeing to abide by these terms and policies will result in the reservation request being rejected.

VI. wə́təbʔaltxw Rental Policies & Procedures

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

1. Guests must contact the wə́təbʔaltxw staff via reservation system to reserve space. Phone call, mailing, or email requests will NOT be considered.
2. Guests must reserve the wə́təbʔaltxw in advance:
 - a. 10 calendar days for events during regular hours of operation (9:00 a.m. – 9:00 p.m. Monday-Friday and 9:00 a.m. – 7:00 p.m. on Saturday during the Academic year. Monday-Friday 9:00 a.m. - 7:00 p.m. outside of the Academic Year.)
 - b. A buffer no less than 45 minutes must be maintained between reservations.
 - c. No reservation is guaranteed outside regular hours of operation and will be reviewed on a case by case basis.

B. Cancellation

1. Guests must cancel reservations at least 14 days in advance.
2. If an emergency arises which calls for cancellation of reservation, guest must contact wə́təbʔaltxw Assistant Director at least 2 hours prior to the event.
3. If guest fails to cancel reservation or appear for reservation at least 14 days in advance, guest will be charged 50% of contracted fees (see section VI.B.1).
 - a. *First Violation – Warning and discussion with wə́təbʔaltxw Assistant Director.*
 - b. *Second Violation – No use of wə́təbʔaltxw for the remainder of current quarter.*
 - c. *Final Violation – No use of wə́təbʔaltxw for 1 year from the date of the most recent violation. After 1 year, wə́təbʔaltxw Director, Assistant Director, and guest will meet to discuss future reservation options.*



C. Unforeseen Closures

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

D. Weddings, Coming of Age Ceremonies, and Funerals

1. Weddings, Coming of Age Ceremonies, and Funerals are not considered at this time.

E. Graduation Week

1. Reservation requests may be made via email to the welebalt@uw.edu email address, instead of the MIDAS reservation request system.
2. These requests will be reviewed and selected by wəłəbʔaltxw staff in a separate process giving preference to graduations with partnering programs, departments, or student groups.
3. These requests will take longer to receive confirmation.
4. These requests will not be first come; first served.

F. Fundraisers

1. All commercial sales or fundraising activities must be approved by wəłəbʔaltxw staff.
2. All Registered Student Organizations (RSO) must complete a Fundraising Permit in order to fundraise at the wəłəbʔaltxw. This permit can be acquired at the Student Activities Office.
3. 10% of all money fundraised via ticket sales on wəłəbʔaltxw property will go towards Phase II of the wəłəbʔaltxw - Intellectual House.

G. Political Parties

1. wəłəbʔaltxw facilities may not be used for the soliciting of political party membership or supporting or opposing political candidates or initiatives.

H. Misrepresentation

1. Space reserved by a group is for that group only, and specifically for the purpose as stated in 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 wəʔəbʔaltxw Assistant Director, professional staff, and student staff.

I. Food/Beverage Service

1. wəʔəbʔaltxw does not provide table linens for tables, please contact a caterer or party rental company regarding these items.
2. wəʔəbʔaltxw prefers to use UW approved caterers and that list can be found here: <http://www.washington.edu/marketing/events/catering/>
3. Food is to be served from the lobby area. Food is not to be served in the Gathering Hall; however, food can be eaten in the space. Beverages may be served in Gathering Hall.
4. All caterers must have valid food handler cards and a food thermometer present while cooking, preparing, or serving food at wəʔəbʔaltxw. **All food workers who fail to present food handler cards will be asked to leave the kitchen/food prep area.** Event organizers are responsible for reminding the caterer to bring food handler cards.

J. Parking

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

K. Garbage

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



and refuse:

<http://www.washington.edu/facilities/building/recyclingandsolidwaste/request/specialevents>

- L. Upon submission of reservation request, indication that the user has read and agrees to this policy, the user is agreeing to the terms and policies outlined in this document. Not agreeing to abide by these terms and policies will result in the reservation request being rejected.

VII. wəʔəbʔaltxw Work Requisition Policies & Procedures

A. Room Arrangement

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

B. Equipment

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

C. Decorations

1. Decorations may be taped using blue painters tape or appropriately attached to some parts of wəʔəbʔaltxw with staff approval. Tape on painted surfaces is not allowed. Tacks are only allowed on rolling room dividers. Tacks should never be used on a wall.
2. Signs may also be displayed on easels provided by the guest.
3. Table decorations, programs, and other decorations or materials must be removed by the guest before departure from the wəʔəbʔaltxw.
4. Confetti, helium-filled balloons, candles, tinsel, and glitter are not permitted.
5. EXCEPTION: Ceremonial materials may be used with prior approval by Assistant Director on a case by case basis.

D. Lost or Stolen Items

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

E. Pets



wəʔəbʔaltxw - Intellectual House

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

F. Cancellations by wəʔəbʔaltxw Staff

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

G. Shut Down

1. wəʔəbʔaltxw staff & student workers reserve the right to shut down an event if determined that guests are behaving unruly and/or belligerently. Failure to vacate at the direction of wəʔəbʔaltxw staff will result in campus security being called to escort guests out. If this occurs, the event will still be fully charged.

H. Destruction of Property

1. The client in charge of running the event is responsible for any destruction of or damages done to wəʔəbʔaltxw property. Additional charges may be added to the invoice after a technician gives wəʔəbʔaltxw staff a quote. After the event, client and Assistant Director will meet to discuss damages.
2. Propping and/or leaning objects on the wall is not permitted.

VIII. wəʔəbʔaltxw Audio/Visual Support & Computer Network Access Policies & Procedures

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

1. Event sponsor is responsible for Wi-Fi Access for visitors, which can be found here:
<https://itconnect.uw.edu/connect/uw-networks/campus-wi-fi/visitors/>

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



wə́təbʔaltxw.

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

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

D. Audio Visual Support

1. All needs must be arranged with the wə́təbʔaltxw staff before the event.
2. Fees will be assessed during the reservation process by the wə́təbʔaltxw 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 wə́təbʔaltxw. However, the team may not be able to process help request without prior notice.

IX. wə́təbʔaltxw Kitchen Policies & Procedures

A. Reservation of wə́təbʔaltxw Kitchen

1. See Reservation (Section VI. A)

B. Cancellation

1. See Cancellation Procedures (Section VI. B)

C. Health Safety

1. wə́təbʔaltxw 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. wə́təbʔaltxw will pass inspections on a regular basis by the King County Health Department. Any violations or fines will be the responsibility of the guests that hold the reservation.
3. Full coverage of the guests' requirements and guidelines can be found on the Seattle & King County – Public Health Website:
<http://www.kingcounty.gov/healthservices/health/ehs/foodsafety.aspx>
4. wə́təbʔaltxw kitchen will be maintained in a sanitary and safe manner.
5. Persons using the wə́təbʔaltxw kitchen will follow all University of Washington and King County Environmental Health standards and guidelines.



wəʔəbʔaltxw - Intellectual House

6. Guests who plan to serve or consume food while using wəʔəbʔaltxw 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 wəʔəbʔaltxw Assistant Director.

D. Kitchen Use

1. Guests must maintain the wəʔəbʔaltxw 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 can find a list of caterers at:
<http://www.washington.edu/marketing/events/catering/>
4. Public Guests and Caterers must bring their own cooking implements and utensils.
5. For Special Events guests should fill out a Special Events Service Request Form for waste collection including bins for recycling, compost, and refuse:
<http://www.washington.edu/facilities/building/recyclingandsolidwaste/request/specialevents>
6. The wəʔəbʔaltxw staff will go through the kitchen before and after each use to ensure that the space is clean and reset.
7. Guests must complete the following tasks after their kitchen use:
 - a. Guest must dispose of all scraps and materials.
 - b. Guest must wipe off all tables, countertops, stoves, cutting boards, etc. (with bleach water).
 - c. Guest must wash, dry, and put away all pots, pans, and dishes.
 - d. Guests are responsible for placing all refuse, recyclable, and compostable materials outside of wəʔəbʔaltxw in proper receptacles and replace garbage bags. Events that exceed 150 people or 30 boxed lunches are required to fill out the Special Events Service Request Form for waste collection.
 - e. Guest must sweep and mop the kitchen floors.



f. Guest must turn off and/or unplug all appliances (stove, microwave, coffee maker).

8. If guest fails to complete kitchen clean-up or removal of refuse or failure to dispose of refuse they will be charged an additional fee to offset contracted cleaner rate. If the process is ignored by guest, the process below will be observed:

a. First Violation – Warning and discussion with wəłəbʔaltxw Assistant Director.

b. Second Violation – suspension of use of wəłəbʔaltxw Kitchen for the remainder of current quarter.

c. Final Violation – suspension of use of wəłəbʔaltxw Kitchen for remainder of current academic year. After the end of the academic year, wəłəbʔaltxw Director, Assistant Director, and guest will meet to discuss future reservation options.

E. Food Storage

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

X. wəłəbʔaltxw Traditional Foods Fire Pit

A. Reservation of wəłəbʔaltxw Kitchen is inclusive of the Fire Pit.

1. See Reservation (Section IV. A)

B. Cancellation

1. See Cancellation Procedures (Section IV. B)



C. Fire Pit Use

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



15. Fire pit can be used in the designated fire pit area behind the kitchen.

XI. wətəbʔaltxw Code of Conduct regarding alcohol, drugs, and tobacco.

A. All guests must follow the code of conduct.

1. The wətəbʔaltxw 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 wətəbʔaltxw rules and state and local law is required.

b. Consumption of alcoholic beverages is only allowed with prior approval by wətəbʔaltxw Assistant Director and only for the duration of the event.

i. Consumption of alcohol is allowed in wətəbʔaltxw 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. wətəbʔaltxw staff reserves the right to shut down events when attendees are behaving belligerently or are over-served.

c. Smoking refers to carrying or smoking of any kind of lighted pipe, cigar, cigarette, electronic cigarette, vape pens, or any other lighted smoking equipment and is prohibited in all university facilities, including but not limited to the following locations in accordance with WAC 478-136-035:

i. Inside all buildings owned or occupied by the university and/or used by the university's faculty, staff, or students;

ii. University Vehicles;

iii. At any outside areas or locations, except those designated by the Assistant Director of Environmental Health and Safety.

iv. The nearest smoking location to wətəbʔaltxw is between McMahon & Haggett Residence Halls near the foot of the steps.



wəṭəbʔaltxw - Intellectual House

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

XII. Garden & Gathering Circle

- A. The Gathering Circle is open for public use as long as all members remain respectful of this space.
- B. Do not write on or deface the benches in any way.
- C. Chalk can only be used on the asphalt with approval from the wəṭəbʔaltxw staff—no political advertisements of any type will be tolerated.
- D. Outdoor Fire Pit
 1. No fires unless approved by wəṭəbʔaltxw staff.
 2. Fire Pit may be requested only by guests with a current reservation during the time and date of that reservation.
 3. Other Fire Pit rules apply (VIII.C.2 through VIII.C.14)
 4. Do not put plants from the garden into the fire, unless for ceremonial purposes, approved by wəṭəbʔaltxw staff.
- E. Do not step on the plants in the garden surrounding the building.
- F. Do not uproot, disturb, or remove the plants from the garden.

XIII. Notice of agreement to Terms of this Building Use Policy

- A. Upon submission of reservation request with indication that the user has read and agrees to this policy, the user is agreeing to the terms and policies outlined in this document. Not agreeing to abide by these terms and policies will result in the reservation request being rejected.

XIV. Guest Locker Policy:

1. All lockers are property of wəṭəbʔaltxw



2. Your locker should be locked at all times, as wəłəbʔaltx^w does not assume responsibility for anything stolen from lockers.
3. Flammable materials, dangerous chemicals explosives or weapons of any kind are strictly prohibited inside the lockers.
4. Perishable items, illegal or controlled substances such as drugs or alcohol are also strictly prohibited inside the lockers.
5. Individuals must take full responsibility for the items stored in lockers. Students are advised not to store currency, checks and negotiable instruments; credit, debit and automated teller machine cards; watches and jewelry; prescription eyeglasses, contact lenses, hearing aids, and other personal aid and prosthetic devices and equipment; prescription medications; laptop computers, personal digital assistants and other electronic equipment; musical instruments; driver's licenses, passports and other means of personal identification; as well as other valuable and irreplaceable property.
6. **Lockers will be emptied every morning and any items left will be placed in the lost and found.**
7. No interior or exterior alterations or decorations may be added to the lockers. The user agrees not to mount any stickers, labels, appliquéés or other materials through the use of adhesives, tape, magnets or other means to the exterior or interior surfaces of the locker. No interior or exterior structural modifications may be made to the lockers. The user agrees not to remove or damage the door, shelves or any part of the structure of the locker. Lockers should be in the same condition less normal wear and tear at the conclusion of the assignment period as they were at the time the assignment was made. The user further agrees to be responsible for any damage caused to the locker during the assignment period, whether structural (removal or mutilation of shelves, door, floor, etc.) or visible defacing of the surfaces (graffiti and stickers) and will be charged repair costs.