

CLOVER PARK TECHNICAL COLLEGE POLICY

CHAPTER	SECTION	TITLE	HISTORY		
3	36	Public and Restricted Space Access	Adopted 2026	Campus Forum 2026	Reviewed 2026
			Revised		Next review 2029

POLICY

Clover Park Technical College (institution) is an educational institution provided for and maintained by the people of the state of Washington. College facilities are reserved primarily for educational uses including, but not limited to, instruction, research, public assembly of college groups, student activities and other activities directly related to the college's educational mission.

A safe and supportive environment is essential to providing a high-quality education. This requires implementation of restricted building and facility access so that members of the college community are able to engage in their educational pursuits and associated activities in a supportive environment free from disruption. This policy establishes clear parameters and expectations regarding public and restricted spaces on the Clover Park campus and governs visitor access.

Chapter 495C-141 WAC, Use of College Facilities, is incorporated into this policy by reference.

DEFINITIONS

Public Space

Public spaces are areas accessible to all members of the college community, including faculty, staff, students, and visitors. These spaces are designed to facilitate open interaction, collaboration, and community engagement. Examples include, but are not limited to:

- Common pedestrian walkways, pathways, thoroughfares, and grassy fields
- Building entryways, lobbies, and hallways
- Library common areas (bookshelves, information desk, general seating, and public computers)
- Communal study areas
- Public restrooms (noting that individuals have privacy rights within the restrooms per existing federal privacy rights)
- "Public use areas" as defined in WAC 495C-141-020 and policy 3.2 Facilities
- All parking stalls painted with white colored stripes

Restricted Space

Restricted spaces are areas intended for specific individuals or groups to carry out designated functions or activities. These spaces support college operations and education, including but not limited to, focused work, confidential discussions, or specialized tasks. Restricted spaces may be unlocked during

business hours for convenience but are not open to the unauthorized groups or individuals without permission. Examples include but are not limited to:

- Classrooms and lab spaces, including computer labs, hangars and automotive work bay areas, outdoor classrooms and lab areas, and educational workshops/college instruction taking place within student support centers.
- Hayes Child Development Center classrooms and play areas
- Meeting and conference rooms
- Faculty and staff offices
- Rooms with assigned workstations
- Storage areas, maintenance rooms, and IT infrastructure spaces
- Rentable space such as The McGavick Center and The Rotunda
- Restrooms in restricted access areas
- Study rooms (reservations are required to use study rooms)

Access is typically granted to restricted areas based on:

- Role-based authorization (faculty, staff, students, contractors)
- Time-based schedules (open during business hours, restricted after hours)
- Location-based restrictions (different areas within a building may have different access rules)
- Facility Rentals (facilities staff, campus security, and guests identified by the client/renter of space)

GUIDELINES

- Visitors on campus are allowed in public spaces unless conditions or limitations have been placed on their campus visitation. All visitors must comply with the provisions of WAC 495C-141 governing the use of College facilities, including but not limited to rules prohibiting certain conduct, animals, and the possession of weapons unless an exception applies.
- Spaces normally considered public, may be designated restricted when public access will disrupt educational or operational activities. For example, if a CPTC-sanctioned campus event is taking place in an area that is typically considered public, the area may be restricted solely to those participating in the event during the designated event time period (e.g., pre-arranged expressive activities, responsive programming, etc.)
- Law enforcement representatives should be directed to Campus Security.
- Space rented through Event Services is restricted from the general public. When a space is rented through Event Services, it functions as a restricted space during the rental period. The renting party is responsible for their event and attendees and determines who is invited into the space. CPTC Event Services retains the authority to ensure facilities are used in line with all pertinent laws, institutional policies, and safety regulations, including those addressing nondiscrimination.
- Access to restricted spaces requires invitation or approval from the person responsible for the space and is granted per occurrence, limited to the time and scope determined by the authorizing employee:

- Access to classrooms and classroom-specific facilities (including but not limited to: labs, storage spaces, kitchens, and/or food preparation areas) is authorized by the instructor designated to teach in those program specific instructional areas.
- Access to office space/work stations, is authorized by the employee or their supervisor.
- Access to employee-only lounges is restricted to employees only.
- Administrative Deans have access to all spaces under their supervision and access is to be used within the scope of their job duties.
- Campus Security and Facilities has access to all spaces to use within the scope of their job duties, emergency response operations, and authorizing temporary restrictions to the use of public space.
- Areas of the College's campus designated as public use areas are limited public for use by "college groups" and "noncollege groups," as those terms are defined at WAC 495C-141-020, and subject to reasonable time, place, and manner limitations, as set forth in WAC 495C-141.
- Visitors who violate the provisions of WAC 495C-141 may be asked to leave College property. Such a request shall be deemed to withdraw the license or privilege to enter onto, remain upon, or re-enter any portion of the College's property by the person or group of persons requested to leave, and subject that person or group of persons to arrest under the provisions of chapter 9A.52 RCW, or applicable municipal ordinance, such as chapter 9.20 of the Pierce County Code.

APPROVAL:		
By: <u>Joyce Loveday</u>	<u>Dr. Joyce Loveday</u>	Date: <u>10-14-26</u>
Board Chair Review: <u>John N. Puhara</u>		Date: <u>10.13.26</u>