


WASHINGTON STATE DEPARTMENT OF VETERANS AFFAIRS 	POLICY
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POLICY NUMBER 320.210

TITLE	Use of WDVA Facilities
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EFFECTIVE DATE:	April 1, 2014
AUTHORITY:	General authority of the Director of the Department of Veterans Affairs, hereinafter referred to as WDVA, to manage and direct the Agency, RCW 43.60A.040, .050, and .060.
PURPOSE:	To provide guidelines on the use of WDVA facilities to all staff.
APPLICABILITY:	This policy applies to all WDVA facilities whether owned or leased and provides guidelines for determining which organizations, groups or individuals may use WDVA facilities.
DEFINITIONS:	<p>WDVA facilities include, but are not limited to: buildings, office space, equipment, chairs, tables, vehicles, and office supplies.</p> <p>WDVA clients include residents of the State Veterans Homes and Veterans Services clients.</p> <p>Non-profit community-oriented organizations / groups and/or individuals and meetings / activities include, but are not limited to:</p> <ul style="list-style-type: none"> • Veterans Service Organizations • Veterans Legislative Coalition • Non-profit Organizations (youth groups, civic organizations, senior organizations, etc) • Alcoholics Anonymous – if residents or clients routinely attend the meetings
POLICY:	<p>I. Organizations, groups or individuals may be authorized to use WDVA facilities if:</p> <ol style="list-style-type: none"> a. WDVA clients benefit from the meeting or activity; and b. Use does not interfere with WDVA operations, scheduled activities or otherwise inconvenience WDVA clients.

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- II. Facilities and areas available for use by outside organizations, groups or individuals are public areas such as; meeting rooms, picnic areas, dining rooms, activity areas, chapel, ball field, or auditorium.
- III. Organizations, groups or individuals wishing to use WDVA facilities must submit a Facility Use Agreement to the facility Superintendent or agency Director and abide by all use restrictions, conditions and WDVA and Veterans Homes rules.
- IV. Organizations, groups or individuals will be required to provide a \$150 deposit each time a facility is authorized for use.
 - a. All or a portion of the deposit will be used to recover actual use and clean-up costs associated with the use of the facility. This includes utilities, labor and supplies.
 - b. If the facility is damaged, the organization, group or individual will be charged the actual repair or replacement costs, including labor.
 - c. The deposit may be waived by the Director or Superintendent if the event or activity is of significant benefit to WDVA clients; however, the organization, group or individual will remain responsible for any damages to the facility.
- V. Individuals running for public office or acting as spokesperson on issues of general public interest may be authorized to use certain public areas in State Veterans Homes. They may not post or leave behind any flyers, posters or literature either to advertise the event, or following the event.
- VI. Precinct caucuses may be held in public areas of the State Veterans Home, if organized by the residents.
- VII. County election officials may be authorized to set up polling areas in State Veterans Homes in designated public spaces on local, state or federal election days.

REVIEW:


This policy shall be reviewed every five years and updated as needed.

REFERENCES:

Ethics @ WDVA, Executive Ethics Board, RCW 42.52, Ethics in Public Service

SUPERSESSON

DVA Policy 1-12-0 Use of DVA Facilities dated December 1, 2012.



Lourdes E Alvarado Ramos, Director

March 11, 2014

Date

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Executive Ethics Board

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