

**WAC 516-34-020 Consideration of request and initial proposal.**

(1) The vice president for business and financial affairs or his/her designee shall make a recommendation to the president whether the university should accept proposals to lease space for the purpose of selling the particular goods or offering the proposed services. The vice president shall consult with appropriate members of the university and shall consider the following nonexclusive list of factors:

(a) Whether there is a need for the proposed goods or services on the campus of Western Washington University;

(b) Whether the proposed sales or services are compatible with the goals and objectives of the university;

(c) Whether the proposed service or sales can be provided within the context of existing campus resources, vendors, or programs, thus rendering a new lease unnecessary;

(d) Whether the requested lease is acceptable within the framework of the university land use plan;

(e) Whether the requested lease should be considered;

(f) Which, if any, of the university property should be leased in connection with the proposed service.

(2) Upon completion of the above evaluation and recommendation of the vice president for business and financial affairs shall submit a written statement of findings with regard to the above factors to the university president. The president shall determine whether the initial proposal and/or request for lease should be denied or recommended for approval to the board of trustees for consideration.

(a) If the president determines that a particular initial proposal and/or request for lease should be denied, the vice president for business and financial affairs shall give written notice of denial to the individual presenting the proposal and request for lease, and shall include within this notice the reasons for such denial.

(b) If the president determines the proposal and/or community request should be considered for approval by the board of trustees, the proposal and/or lease should be considered by the board of trustees at its next regularly scheduled meeting.

[Statutory Authority: RCW 28B.35.120(12). WSR 01-01-138, § 516-34-020, filed 12/20/00, effective 2/1/01. Statutory Authority: RCW 28B.35.120(11). WSR 87-01-110 (Order 12-03-86), § 516-34-020, filed 12/24/86; Order 73-13, § 516-34-020, filed 8/8/73.]