

Capitol Campus Use Rate Schedule

Effective December 1, 2015 through July 1, 2017

For more information, see the [Capitol Campus User's Guide](#)

Rates

Campus Use Rates

Includes opening/closing the venue and standard garbage/recycling services during business hours

<i>Permit Type</i>	<i>Rate</i>
Free speech and assembly, state agency activity	No charge
Other government	\$85 daily
Private Public access is restricted and displays are allowed. May only be booked in four-hour blocks (morning and/or afternoon, and/or after-hours.)	<ul style="list-style-type: none"> ▪ \$75 application processing fee; ▪ \$350 half-day; ▪ \$600 full-day ; ▪ Additional \$85 per hour after regular business hours.
Public Event Rate Commercial activity held outside that is open to the public and on-site staff management is not required. Some examples of commercial activities are runs, fairs, festivals and other similar activities.	<ul style="list-style-type: none"> ▪ \$65 per hour ▪ Two-hour minimum, one hour must be paid at time of scheduling and is non-refundable.

Additional Services

Includes but is not limited to barricading, electrical, carpentry, grounds work, custodial and staffing.

<i>Staff Services</i>	<i>Cost</i>
Normal business hours	\$65 per hour
After normal business hours	\$85 per hour

Facilities Surcharges

<i>Type</i>	<i>Rate</i>
Alcohol Use	\$65 per event (Restrictions apply. See policy)
Reserved Parking	Current visitor parking rate applies

<i>Type</i>	<i>Rate</i>
Structures: Includes tents, canopies, stages, rides and other similar structures Small: Less than 400 sq. ft.each. Applies to private and commercial activities only. No charge for state agencies or free speech activities. Large: More than 400 sq. ft. each. Applies to all activities.	Small: \$50 per structure Large: \$250 per structure
Food	\$65 per hour cleaning fee (\$65 minimum when any food is served)
Bridge Banners: Surcharge: Applies to commercial and public, non-state agency activities Installation and Removal	\$65 per week (Two concurrent weeks maximum) \$130 cost recovery charge

Rental Equipment

<i>Type</i>	<i>Rate</i>
Standard podium	\$65*
Standard microphone w/stand (no podium)	\$65*
Standard combo (standard microphone and standard podium)	\$90*
Deluxe podium	\$85*
Deluxe sound (up to 4 speakers)	\$300*
Deluxe combo (deluxe podium and deluxe microphone sound system)	\$365*
Additional speakers	\$35*
Small gathering, voice amplifier (pick up and return required by event)	\$20
Media feed, six-plug	\$20
Projector	\$20
Screen	\$20*
5' Round tables (seats 8)	\$10
Outdoor chairs	\$2 per chair (Min. 10 chairs; Max. 100 chairs)*
Conference phone	\$20*
Outdoor tables (5 available)	\$10 per table

*Set-up and tear-down is included in rate

Frequently Asked Questions

When are charges due?

- Your application/deposit fees must be paid before we will issue you a permit.
- All other charges must be paid at least two working days before the start of your activity. Government agencies will be invoiced.

How are charges determined?

- Charges are based on your activity type(s) and any services or amenities that we provide to you. A non-refundable \$65 deposit is required when you schedule additional services or private/commercial activities. This deposit will apply toward service charges.

How can I pay?

- Business or personal checks at our office in the Legislative Building on the Capitol Campus. Our office is located just inside the southeast entrance near the corner of Sid Snyder Avenue and Cherry Lane SW. Mailing address: PO Box 41034--Olympia, WA 98504-1034.
- Credit cards; contact Visitor Services at (360) 902-8881 or the DES Finance Division at (360) 725-5700.
- Government agencies will be invoiced.

Do I get a refund if my activity is cancelled?

- You must cancel your activity 48 hours prior to the event to receive a full refund. The application fee is non-refundable. Activities canceled within 48 hours of the event, where services or charges apply, will get a refund less a one-hour service charge of \$65. Charges for services already conducted will not be refunded.

History

Amended:

- September 7, 2016 – Updated to include \$130 to recover cost of DES hanging and removing bridge banners. See Policy VS.01.01 Bridge Banner Standards and Policy VS.01.01 Displays on the Capitol Campus;
- July 1, 2015 – Restructured rates to recover cost of providing services;
- October 29, 2013 – Reduced the Alcohol Use rate;
- August 28, 2013 – Extended the effective date from 1-7-14 through 8-28-14. Changed the location where credit card payments are accepted;
- January 7, 2013 – Transitioned from Department of General Administration to Department of Enterprise Services.

Supersedes:

- Department of General Administration policies and related documents.

Original Effective Date:

- January 7, 2013

To obtain a copy of a historical policy, email the DES Policy Office at policy@des.wa.gov