

# Operational Guidelines for Activity Parking on the Capitol Grounds

<b>Applies To:</b>	Anyone requiring reserved parking for a permitted activity at the Capitol Campus.
<b>Authorizing Sources:</b>	<ul style="list-style-type: none"><li>• <a href="#">Chapter 200-200 WAC State capitol grounds traffic and parking regulations</a></li><li>• <a href="#">Chapter 200-220 Use of the public areas of the capitol buildings and grounds</a></li><li>• <a href="#">WAC 296-800 Safety and health core rules</a></li><li>• <a href="#">Operational Guidance – Scheduling support services for activities on the capitol buildings and grounds</a></li><li>• <a href="#">Campus Use Rate Schedule</a></li></ul>
<b>Information Contact:</b>	Visitor Services
<b>Effective Date:</b>	1-17-13
<b>Last Update:</b>	3-19-15
<b>Sunset Review Date:</b>	3-1-18
<b>Approved By:</b>	<p style="text-align: center;">_____ /s/ Chris Liu Director</p>

## Purpose

The purpose of these guidelines is to provide for the safety and protection of facilities and people.

These guidelines are in addition to the rules and other requirements governing activities at the capitol buildings and grounds (Capitol Campus).

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## Policy Statement

Visitor Services shall coordinate parking for permitted activities at the Capitol Campus.

### A. You may reserve parking in advance of your permitted activity.

- a. Reserved parking may be available for vehicles at the following locations:
  - North and South Diagonals
  - Professional Arts Building
  - Enterprise Services Parking Garage Upper Level
  - Visitor parking at the west Side of the Enterprise Services Building

- Visitor parking at the Maple Park lot.
- Visitor parking at the Natural Resources Building P1 lot
- b. Requests for reserved parking will be considered on a first come first serve basis.
- c. You must submit your reserved parking request at least five full working days prior to your activity, regardless of when you submit your permit application for your activity.
- d. To learn more about reserving parking and related services, read our operational guidance for scheduling support services for activities on the capitol buildings and grounds.

## **B. Payment for your permits and other charges must be received in advance of your activity.**

Upon approval of your activity, we will charge you based on our published rate tables. See our Campus Use Rate Table for more information.

## **C. Activity parking is subject to certain requirements.**

- a. We may provide you with specific parking requirements for your permitted activity.
- b. Buses will unload at the Winged Victory Memorial circle for major events, unless otherwise directed, and then proceed to your designated bus parking areas.

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## Procedures and required forms

- **Procedure:** [Permitting Use of the Capitol Buildings and Grounds](#)
- **Schedule:** [Campus Use Rate Schedule](#)
- **Forms:** [Online Permit Application](#)

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## History

### **Amended:**

March 18, 2015: Transitioned to current policy template and updated hyperlinks

January 7, 2013: Transitioned policy from the Department of General Administration to the Department of Enterprise Services. Updated hyperlinks.

### **Supersedes:**

Department of General Administration policies and related documents

### **Original effective date:**

January 7, 2013

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*Need a copy of a prior version of this policy? E-mail [jack.zeigler@des.wa.gov](mailto:jack.zeigler@des.wa.gov)*