

Operational Guidance for Establishing Capitol Campus Use Rates

Purpose Statement:

To make sure that campus use rates are established in an open and consistent manner and in compliance with other agency requirements.

These procedures are in addition to the rules and other requirements governing activities on the capitol buildings and grounds (Capitol Campus)

Action:

Transition policy from Department of General Administration to Department of Enterprise Services

Review Cycle: 3 years**Date Approved:** January 7, 2013**Approved By:**

_____/s/
Joyce Turner
Director

Related information:

- [WAC 200-220-310 There is no fee for free speech and assembly activity permits](#)
- [WAC 200-220-410 Private and commercial activities may be charged applicable fees](#)
- [Procedure - Permitting use of the capitol buildings and grounds](#)
- [Operational Guidance – Scheduling support services for activities on the capitol buildings and grounds](#)

Guidance Statement

Enterprise Services (DES) will establish a rate schedule for activity permits and services provided by DES in support of [free speech](#), [government](#), [private](#) and [commercial](#) activities held on the Capitol Campus and make the rate schedule available for public inspection on the DES website.

Each biennium, Visitor Services will review the Campus Use Rate Schedule with the DES Finance Office and adjust the rates as necessary. The rate review will be completed in time to go into effect on July 1 of the next biennium. The DES Deputy Director or designee will approve the rate schedule prior to posting on the DES website.

When the level of service cannot accurately be determined in advance of an activity, costs will be addressed through a negotiated contract.

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Forms

- [Campus Use Rate Schedule](#)
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Definitions

- *Commercial activity* means an activity that promotes, creates, or exchanges commercial products or services.

Commercial activities include, but are not limited to, advertising, fund-raising, buying or selling any product or service, encouraging paid membership in any group, association or organization, or the marketing of commercial activities. Commercial activities do not include such activities by or for government entities.

- *Free speech and assembly activity* means an activity for the purpose of communicating information or ideas to others that will draw the attention, attendance, or participation of others.

Free speech and assembly activities include, but are not limited to, assemblies, marches, rallies, performances, community events, press conferences, demonstrations, celebrations, ceremonies, speeches and other similar expressive activities.

- *Government activity* means an activity sponsored by government for the conduct of government business.
- *Private activity* means an activity that is not open to the general public. Private activities include, but are not limited to, banquets, receptions, award ceremonies, weddings, concerts, dances, and seminars.

History

Amended:

January 7, 2013 - Transitioned policy from the Department of General Administration to the Department of Enterprise Services

September 2, 2011 - The policy was updated to change the authority to approve Capitol Campus use rates from the Facilities Division head to the Deputy Director or designee. In addition, the Deputy Director was granted authority to delegate approval of Campus use rates.

Supersedes:

Department of General Administration policies and related documents

Original effective date:

January 7, 2013

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

POLICY FEEDBACK

Did this Policy successfully answer your questions? Please send your comments to policy@des.wa.gov .