

Operational Guidelines for Scheduling Support Services for Activities on the Capitol Buildings and Grounds

Purpose Statement:

The purpose of these guidelines is to provide guidance for scheduling support services for activities occurring on the capitol buildings and grounds.

These guidelines are in addition to the rules and other requirements governing activities on the capitol buildings and grounds.

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

Policy Content

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- Related information:**
- [WAC 200-220 Use of the public areas of the capitol buildings and grounds](#)
 - [WAC 296-800 Safety and health core rules](#)
 - [Agency enterprise policy – Campus Use Guide](#)
 - [Agency enterprise policy – Campus Use Rate Schedule](#)

Guidance Statement:

Visitor Services will coordinate services provided by Enterprise Services for activities on the capitol buildings and grounds (Capitol Campus).

Services include support services, equipment, exclusive use of Capitol Campus locations, and other amenities. We shall charge the sponsoring person or entity (you) for services that we provide in support of your activity on the capitol buildings and grounds. These charges are based on our published rate tables.

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1. You must schedule and pay for our services through Visitor Services. Our services must be requested no less than 5 days in advance of your activity.

We have limited resources and our services may not be available. It is advised that you contact us as far in advance of your activity as possible. When our services are available, you are responsible for paying for any services provided by us.

We may be unable to provide services when requested less than 5 days in advance of your activity.

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2. Payment for your permits and other charges must be received in advance of your activity. Except we will invoice government for government sponsored activities.

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

A non-refundable deposit is due within two working days of approval of the activity permit. If the activity is cancelled for any reason, no refund will be made.

If the activity is not cancelled, this deposit will be applied to any costs owed to us. The remaining balance is due at least two working days before the activity is scheduled to begin.

We will not provide any services for your activity when your advance payment is not received. You must use our services for certain activities. When use of our services is mandatory for your activity and your advance payment is not received, we will cancel your permit.

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3. We will address service costs through a negotiated contract for certain activities.

We will negotiate and agree to a signed contract for your use of the Capitol Campus when:

- a) it is not possible to determine the level of service you need in advance of your activity,
- b) your activity is exceptionally large (over 1000 participants) or complex,
- c) your activity requires exclusive use of an area of the Capitol Campus for more than one day, or
- d) your activity excludes an area of the Capitol Campus from normal use for a specified period of time.

It may be necessary to first issue you a conditional permit. That permit will be conditioned on your signing a contract for our services before your activity may occur. Failure to sign a contract will result in the cancellation of your permit.

Contracts must be approved and signed by the Deputy Director or designee.

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4. You are responsible for loss or damage to any equipment that we provide.

You will be charged for any loss or damage to equipment that we provide for your activity. Charges will be based on current replacement costs.

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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 agency Deputy Director.

Supersedes:

Department of General Administration policies and related procedures

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

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POLICY FEEDBACK

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