

OPERATIONAL GUIDANCE FOR MANAGING SPONTANEOUS GATHERINGS

Purpose Statement:

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 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:

[RCW 43.19.125 Powers and duties – Division of capitol buildings](#)
[RCW 46.08.150 Control of traffic on capitol grounds](#)
[WAC 236-12 State capitol grounds traffic and parking regulations](#)
[WAC 200-220 Use of the public areas of the capitol buildings and grounds](#)

Guidance Statement:

Enterprise Services will ensure that the use of the public areas of the capitol buildings and grounds by spontaneous gatherings is balanced with the conduct of government business, public access and expression, and the stewardship of the historic capitol buildings and grounds.

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1. We do not require a permit for spontaneous gatherings.

Although we do not require a permit for spontaneous gatherings, you must notify us at least two hours in advance of the start of the activity.

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2. Permitted events will have priority over spontaneous uses of the public areas of the Capitol Campus.

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3. When spontaneous gatherings involving more than 25 people take place in the public areas of the capitol buildings or more than 75 people take place on the state capitol grounds, we will monitor and take the following actions when necessary:

Upon notification of a spontaneous gathering, we will, as appropriate:

- a. Initiate contact with the individual or group requesting use of a designated public area. All contact will be professional in demeanor and neutral in word and actions.

- b. Notify Capitol Campus tenants of the unplanned activity.
- c. Be present at the event, arriving on the scene prior to its scheduled or anticipated starting time or as soon as practical after being informed of the event.
- d. Contact our Washington State Patrol (WSP) liaison and conduct preliminary discussions about the forthcoming event that is planned or anticipated.
- e. Observe events as they occur to ensure that individual rights are not being violated and that state property is not being damaged or destroyed. We will contact the WSP for appropriate action in cases of unlawful activities, including but not limited to disrupting the orderly flow of pedestrian or vehicular traffic or the conduct of state business.

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4. We may make an appropriate determination to disperse or relocate a spontaneous gathering.

When violations of law, our policy, or state regulations occur at the event, we will consult with our Executive Management and our WSP Liaison.

When we have made a determination that a group of individuals should be dispersed and/or relocated, the WSP will be informed and shall attempt to peacefully implement the decision.

If the group does not disperse and/or relocate and, if in the opinion of the WSP dispersal and/or relocation is necessary for the protection of life or property, or for the enforcement of laws, the WSP shall give dispersal notice to the assembled group. A second notice shall be given and appropriate action shall be taken by the WSP if the group fails to obey the instructions.

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History

Amended:

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

Supersedes:

Department of General Administration policies and related procedures

Original Effective Date:

January 7, 2013

To obtain a copy of a historical guidance, e-mail the Enterprise Services 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@ga.wa.gov .