

Capitol Campus Use Rate Schedule

Applies to: Anyone using the Capitol Campus for a display or event.

Authorizing sources:

State rule – [Chapter 200-220 WAC](#)

State law - [Administrative Procedures Act](#)

Information contact: Public Space and Services Manager, Capitol Security and Visitor Services

Effective date: January 7, 2013

Last update: November 30, 2018

Sunset review date: November 30, 2019

Policy

Campus Use Rates

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

PERMIT TYPE	RATE
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.)	\$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.	\$65 per hour Two-hour minimum, one hour must be paid at time of scheduling and is non-refundable.

Additional Services

SERVICES	COST
NORMAL BUSINESS HOURS	\$82 per hour
AFTER NORMAL BUSINESS HOURS EVENT STAFFING	\$85 per hour
AFTER NORMAL BUSINESS HOURS SERVICES	Contact us for a quote
WASHINGTON STATE PATROL	Contact us for a quote

Facilities Surcharges

TYPE	RATE
ALCOHOL USE	\$65 per event (Restrictions apply. See policy)
RESERVED PARKING	Current visitor parking rate applies

TYPE	RATE
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.	Small: \$50 per structure
LARGE: More than 400 sq. Ft. Each. Applies to all activities.	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	\$65 per week (Two concurrent weeks maximum)
INSTALLATION AND REMOVAL	\$130 cost recovery charge

Rental Equipment

TYPE	RATE
STANDARD COMBO (STANDARD MICROPHONE AND STANDARD PODIUM)	\$90*
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
5' ROUND TABLES (SEATS 8)	\$10

*Set-up and tear-down is included in rate (standard locations)

Forms/Instructions

Form: [Capitol Campus Event Request](#)

Frequently Asked Questions

When are charges due?

- All 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.

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.

History

Amended

November 30, 2018 – Reformatted to make accessible for the sight impaired and rates updated to provide additional detail and clarity

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

Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov