

PERMITTING USE OF THE CAPITOL BUILDINGS AND GROUNDS PROCEDURE

Purpose Statement:

This procedure establishes the process for:

- Scheduling activities in the public areas of the capitol buildings and grounds.

This procedure applies to:

- DES employees.
- Anyone wanting to request use of the Capitol buildings and grounds.

These procedures 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

Related information:

- [WAC 200-220 Use of the public areas of the capitol buildings and grounds](#)
- [WAC 296-800 Safety and health core rules](#)
- [Policy – Appeal of denial of use of the buildings and grounds](#)
- [Policy – Alcohol use on the capitol buildings and grounds](#)
- [Operational Guidelines – Scheduling support services for activities on the capitol buildings and grounds](#)
- [Campus Use Rate Schedules](#)
- [Operational Guidelines – Displays on the capitol grounds](#)
- [Operational Guidelines – Activity parking on the capitol grounds](#)
- [Operational Guidelines – Commercial filming, videography and photography on the capitol buildings and grounds](#)

Supporting Forms:

- [Online Permit Application](#)
- [Service/Equipment Order](#)
- [Use Permit](#)
- [Approval Standard](#)
- [Denial Standard](#)
- [Restricted Alcohol Use Permit](#)

Procedure Contents:

[Part 1 Scheduling Free Speech and Assembly Activities](#)

[Part 2 Scheduling Private or Commercial Activities](#)

[Part 3 Scheduling Government Activities](#)

[Part 4 Cancelling Activities](#)

Part 1 - Scheduling Free Speech and Assembly Activities

You do not need a permit for [free speech and assembly activities](#) involving less than 25 people. However, a permit enables you to reserve access to specific locations and amenities for specific times. There is no permit application charge for free speech and assembly activities.

1. You must submit a completed permit application to us at least 2 full business days in advance of the date you wish to request. We will accept applications up to 12 months in advance of the date you wish to request. You can submit your request from our website using our online permit application.
2. When we receive a completed application from you, the Event Coordinator will:
 - a. Date and time stamp the application.
 - b. Check our records for any past activities that you have held at the capitol buildings or grounds.
 - c. Inform the Washington State Patrol of any applications for activities involving 25 or more people.
 - d. Inform the Chief Clerk of the House of Representatives or the Secretary of the Senate as appropriate if you are a state legislator or part of the House or Senate administration.
 - e. Make a recommendation for the approval or denial of the activity.
 - f. Submit the activity application to the Visitor Services Manager for approval or denial.
3. Within 2 full business days of us receiving the completed application, the Visitor Services Manager will approve or deny the application and notify the Event Coordinator.
4. If an activity is approved, the Event Coordinator will:
 - a. Notify you that your activity has been approved and issue a permit.
 - b. Notify you when any required fees or charges are due and that we will cancel your permit(s) or not provide our services if not paid at least two working days before your activity is scheduled to begin.
 - c. Reserve date and time of the activity on the activity schedule.
 - d. Submit an order for requested DES equipment or services.
 - e. Send an informational e-mail listing the activity name, date, time, location and expected number of attendees to:
 - i. The Facilities Division Deputy Assistant Director.
 - ii. Facility manager(s) in the affected building(s).
 - iii. The Washington State Patrol.
 - iv. House and Senate administration as appropriate

5. If an activity is denied, the Event Coordinator will notify you in writing and:
 - a. State the reason for denial.
 - b. Provide information on the appeal process.

[RETURN TO TOP](#)

Part 2 - Scheduling Private or Commercial Activities

You need a permit for all [private](#) and [commercial](#) activities. There is a permit application charge for private and commercial activities.

1. You must submit a completed permit application to us at least 2 full business days in advance of the date you wish to request. A completed application includes payment for your permit application charge. We will accept applications up to 12 months in advance of the date you wish to request. You can submit your request from our website using our online permit application.
2. When we receive a completed application from you, the Event Coordinator will:
 - a. Date and time stamp the application.
 - b. Check our records for any past activities that you have held at the capitol buildings or grounds.
 - c. Inform the Washington State Patrol.
 - d. Inform the Chief Clerk of the House of Representatives or the Secretary of the Senate as appropriate if you are a state legislator or part of the House or Senate administration.
 - e. Make a recommendation for the approval or denial of the activity.
 - f. Submit the activity application to the Visitor Service's Manager for approval or denial.
3. Within 2 full business days of us receiving the completed application, the Visitor Services Manager will approve or deny the application and notify the Event Coordinator.
4. If an activity is approved, the Event Coordinator will:
 - a. Notify you that your activity has been approved and issue a permit.
 - b. Notify you when any required fees or charges are due and that we will cancel your permit(s) or not provide our services if not paid at least two working days before your activity is scheduled to begin.
 - c. Reserve date and time of the activity on the activity schedule
 - d. Submit an order for requested DES equipment or services.

- e. Send an informational e-mail listing the activity name, date, time, location and expected number of attendees to:
 - i. The Facilities Division Deputy Assistant Director.
 - ii. Facility manager(s) in the affected building(s).
 - iii. The Washington State Patrol.
 - iv. House and Senate administration as appropriate
5. If an activity is denied the Event Coordinator will notify you in writing and:
 - a. State the reason for denial.
 - b. Provide information on the appeal process.

[RETURN TO TOP](#)

Part 3 - Scheduling Government Activities

The policy governing public use of the Capitol Buildings and Grounds is not applicable to the conduct of [government](#). However, in order to facilitate the efficient conduct of government business, we will also issue permits for government activities to reserve access to specific locations and amenities for specific times. There is a permit application charge for government activities.

1. You should submit a completed permit application to us in advance of the activity. You can submit your request from our website using our online permit application.
2. When we receive a completed application from you, the Event Coordinator will:
 - a. Date and time stamp the application.
 - b. Inform the Washington State Patrol.
 - c. Inform the Chief Clerk of the House of Representatives or the Secretary of the Senate as appropriate if you are a state legislator or part of the House or Senate administration.
 - d. Make a recommendation for the approval or denial of the activity.
 - e. Submit the activity application to the Visitor Service's Manager for approval or denial.
 - f. Invoice you for your permit application charge.
3. Within 2 full business days of us receiving the completed application, the Visitor Services Manager will approve or deny the application and notify the Event Coordinator.
4. If an activity is approved the Event Coordinator will:
 - a. Notify you that your activity has been approved and issue you a permit.
 - b. Notify you that any required fees or charges will be due upon invoicing.
 - c. Reserve the date and time on of the activity the activity schedule.

- d. Submit a work order for requested DES equipment or services.
 - e. Send an informational e-mail listing the activity name, date, time, location and expected number of attendees to:
 - i. The Facilities Division Deputy Assistant Director.
 - ii. Facility manager(s) in the affected building(s).
 - iii. The Washington State Patrol.
 - iv. House and Senate administration as appropriate
5. If an activity is denied, the Event Coordinator will notify you in writing and:
- a. State the reason for denial.
 - b. Provide information on the appeal process.

[RETURN TO TOP](#)

Part 4 - Cancelling Activities

1. If we cancel a permit, the Event Coordinator will:
- a. Notify you in person or writing and state the reason for cancellation.
 - b. Remove the activity from the schedule.
 - c. Notify, via e-mail, the facility manager(s) in the building(s) that would have been affected by the activity that the activity permit has been cancelled and that activity is not to take place.
 - d. Invoice you any required fees or charges including a \$100 cancellation fee when you have failed to comply with the conditions of your permit.
 - e. If appropriate, work with you to reschedule the activity.
2. If you cancel an activity after we have issued you a permit:
- a. You must notify the Event Coordinator in writing or by email as soon as possible.
 - b. The Event Coordinator will remove the activity from the schedule.
 - c. The Event Coordinator will notify, via e-mail, the facility manager(s) in the building(s) that would have been affected by the activity that the activity permit has been cancelled and that activity is not to take place.
 - d. Invoice you any required fees or charges including a \$100 cancellation fee when you have failed to comply with the conditions of your permit.

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

April 9, 2010 - Clarified the payment process for permit application charges for private, commercial and government activities. Added definitions for free speech, private, commercial and government activities.

March 16, 2010 - Added notification requirements for the House and Senate and clarified when charges and fees are to be paid or invoiced.

Supersedes:

Department of General Administration policies and related documents

Original effective date:

January 1, 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.