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.

<table>
<thead>
<tr>
<th>PERMIT TYPE</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREE SPEECH AND ASSEMBLY, STATE AGENCY ACTIVITY</td>
<td>No charge</td>
</tr>
<tr>
<td>OTHER GOVERNMENT</td>
<td>$85 daily</td>
</tr>
<tr>
<td>PRIVATE</td>
<td>$75 application processing fee; $350 half-day;</td>
</tr>
<tr>
<td></td>
<td>$600 full-day; Additional $85 per hour after regular business hours.</td>
</tr>
<tr>
<td>PUBLIC EVENT RATE</td>
<td>$65 per hour</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

Additional Services

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORMAL BUSINESS HOURS</td>
<td>$82 per hour</td>
</tr>
<tr>
<td>AFTER NORMAL BUSINESS HOURS EVENT STAFFING</td>
<td>$85 per hour</td>
</tr>
<tr>
<td>AFTER NORMAL BUSINESS HOURS SERVICES</td>
<td>Contact us for a quote</td>
</tr>
<tr>
<td>WASHINGTON STATE PATROL</td>
<td>Contact us for a quote</td>
</tr>
</tbody>
</table>

Facilities Surcharges

<table>
<thead>
<tr>
<th>TYPE</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALCOHOL USE</td>
<td>$65 per event (Restrictions apply. See policy)</td>
</tr>
<tr>
<td>RESERVED PARKING</td>
<td>Current visitor parking rate applies</td>
</tr>
</tbody>
</table>
### TYPES \& RATES

**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**

- **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 polices 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