

## **APPEAL OF DENIAL OF USE OF THE CAPITOL BUILDINGS AND GROUNDS POLICY**

### **Purpose Statement:**

The purpose of this policy is to establish the appeal process available to anyone denied use of the capitol buildings and ground (Capitol Campus).

**Action:** Transition 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

**References:** [WAC 200-200 State capitol grounds traffic and parking regulations](#)  
[WAC 200-220 Use of the public areas of the capitol buildings and grounds](#)

### **Policy Content**

[Policy statement  
Standards and procedures](#)

[Related policies and information  
History](#)

### **POLICY**

The Department of Enterprise Services will provide the appeal opportunity available pursuant to [WAC 200-220-150](#) to those denied use of the public areas of the Capitol Campus.

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#### **1. We will only consider your appeal if certain criteria are met.**

We will only consider your appeal under the following conditions:

- a. Your appeal must concern our denial of your use of the public areas of the Capitol Buildings and Grounds.
- b. Your appeal must be in writing. Email is acceptable.
- c. Your appeal must be received by the director of Enterprise Services (director) within five full working days of the date of denial.
- d. Your appeal must state why you think your use was improperly denied.

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## 2. We may hold your requested time and place until a decision is issued.

At our discretion and if there is no conflict with a permitted activity, we may place a temporary hold on your requested activity time and place until the director issues a decision. If the director's decision is in your favor, we will approve your use and schedule your activity.

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## 3. The director will issue a decision on the appeal.

The director will conduct an independent review and:

- a. Consider all of the facts reasonably available.
- b. Issue a decision in writing to you within three full working days of receiving your appeal. A decision may be issued via email.
- c. Copy the Visitor Services Manager on the decision for inclusion in the Campus Use application file.

The director may designate a senior executive from the director's office to review and issue a decision.

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## 4. The decision of the director is final and no further administrative appeals are available to you.

The decision of the director is the final agency decision; however, the director may issue further clarifications if necessary.

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## Related policies and other requirements

- Permitting use of the Public Areas Procedure

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## History

### Amended:

January 8, 2013 – Transition policy from the Department of General Administration to the Department of Enterprise Services

### Supersedes:

Department of General Administration policies and related documents

### 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](mailto:policy@des.wa.gov)

## POLICY FEEDBACK

Did this Policy successfully answer your questions? Please send your comments to [policy@des.wa.gov](mailto:policy@des.wa.gov).