



Washington State Department of
Enterprise Services

Capitol Campus User's Guide

November 2013

Welcome

This guide brings together a variety of requirements for use of the public areas of the Capitol Campus. You'll find checklists and helpful hints for event planning. You'll also find tips on how to make your activity more environmentally sustainable. Our goal is to help you successfully plan and conduct your events and activities, while respecting the historic character of the Capitol Campus and the conduct of government business.

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Director

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1. USING THE GUIDE

Moving around the Guide

This Guide is designed to be used on your computer. As you read it, you will see words with [colored text](#). These words link to more information. When you click on the colored text with your mouse; you will jump to another location in this Guide or on the internet.

 *You can return to your starting place by pressing the Alt key and the left arrow on your keyboard at the same time.*

Need help?

The Department of Enterprise Services (DES) manages the Capitol Campus. By working together, we can help your event be successful. We encourage questions as the best way to make this happen.

This Guide and other information are available on DES's website at www.des.wa.gov.

For questions or help, you can contact us:

- In person - Our offices are located on the Campus just inside the SE entrance of the Legislative Building. The entrance is near the corner of Sid Snyder Avenue and Cherry Lane SW;
- By phone - (360) 902-8881; or
- By email - campusevents@des.wa.gov

2. STEPS TO GETTING YOUR PERMIT

Do I need a permit?

You must have a [permit](#) to:

- Reserve access to specific locations for specific times.
- Receive support [services](#) from us.

Permits are required for:

- [Free speech activities](#) involving more than 25 people inside the buildings or more than 75 people outside.
- All [private](#) or [commercial](#) activities.
- [Displays](#) located outside on the [Capitol grounds](#) or to hang a banner from the 14th Street pedestrian bridge over Capitol Way.

Only [government](#) sponsors may place displays inside of the Capitol buildings. See our online guidance on [displays on the capitol grounds](#) for more information.

A permit is not required for:

- Spontaneous gatherings on the Capitol grounds.
- However, you must notify us at least two hours in advance. See our online [guidance on managing spontaneous gatherings](#) for more information.

Permits are not available for camping on the capitol grounds. This is because of a state code prohibition (see [WAC 200-200-435](#)).

Start by applying online

You can schedule [events and activities](#) through our [online permit application](#) from two days to one year in advance of the event.

Include in your application:

- As much detail as you can about your plans and needs so that we can help you prepare for a successful event.

Example of details to include with your application:

- A request for us to setup tables and chairs.
- Stage and sound system for a rally outside.
- Food service plans.
- Portable restrooms.
- Bus parking needs.

The online application includes our [Capitol Campus Use Agreement](#). When you submit your application you are also agreeing to follow the Use Agreement. Please read and understand the Use Agreement because it contains the minimum obligations and requirements for your use of the Capitol Campus. [Large or complex events](#) may require changes or additions to our Use Agreement. Your permit or your event contract will contain any necessary changes or additions.

How do I know my application is complete?

Your application is considered complete when:

- The application fee is paid. Applications will be cancelled if the fee is not paid within 30 days; and
- Enough detail is provided for us to understand the important elements of your event.

How long will it take to review my application?

Completed applications will be:

- Reviewed on a first come first service basis.
- All applications will be reviewed within two days.

Prior events you have sponsored will be considered during the application review.

[Government](#) activities have first priority over other events.

Sometimes we will issue you a conditional permit

We may issue you a [conditional permit](#) if our initial review determines that:

- Your event meets reasonable time, place and manner criteria; and
- The complexity of your event requires more than 2 days for us to decide if more conditions are needed.

We will work with you to try to reach a mutual agreement on any added permit conditions. If we are not able to reach agreement, we may cancel or change your conditional permit.

Your final permit

After we both agree to any added conditions, we will issue you a final permit. Please note that your permit is not transferable to another person or organization.

Schedule support services for your event

We offer event [support services](#), such as equipment rental, setup, and custodial services. The cost of these services is not paid out of general taxes, but is covered by user service charges.

Service charges will vary depending on the activity and level of service required by your event. Please see online [guidance on scheduling support services](#) and [Section 3](#) “How much will it cost?” for details on service charges.

To manage our services effectively, we ask that you submit your request for our services at least five full working days before your activity. While you do not need a permit to *schedule* our services; we cannot actually deliver any services until you have a permit and pay for the service.

A planning timeline for your event

To help you plan your event and meet deadlines, a schedule is provided with typical lead times for completing tasks and submitting required documents at the end of this Guide in [Attachment A](#).

3. HOW MUCH WILL IT COST?

Campus Use Rates

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

<i>Permit Type</i>	<i>Rate</i>
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

Includes but is not limited to barricading, electrical, carpentry, grounds work, custodial and staffing.

<i>Staff Services</i>	<i>Cost</i>
Normal business hours	\$65 per hour
After normal business hours	\$85 per hour

Facilities Surcharges

<i>Type</i>	<i>Rate</i>
Alcohol Use	\$65 per event (Restrictions apply. See policy)
Reserved Parking	Current visitor parking rate applies

<i>Type</i>	<i>Rate</i>
<p>Structures: Includes tents, canopies, stages, rides and other similar structures</p> <p>Small: Less than 400 sq. ft.each. Applies to private and commercial activities only. No charge for state agencies or free speech activities.</p> <p>Large: more than 400 sq. ft. each. Applies to all activities.</p>	<p>Small: \$50 per structure Large: \$250 per structure</p>
Food	\$65 per hour cleaning fee (\$65 minimum when any food is served)
<p>Bridge Banners: Applies to commercial and public, non-state agency activities.</p>	\$65 per week (Two concurrent weeks maximum)

Rental Equipment

<i>Type</i>	<i>Rate</i>
Standard podium	\$65*
Standard microphone w/stand (no podium)	\$65*
Standard combo (standard microphone and standard podium)	\$90*
Deluxe podium	\$85*
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
Media feed, six-plug	\$20
Projector	\$20
Screen	\$20*
5' Round tables (seats 8)	\$10
Outdoor chairs	\$2 per chair (Min. 10 chairs; Max. 100 chairs)*
Conference phone	\$20*
Outdoor tables (5 available)	\$10 per table

*Set-up and tear-down is included in rate

Frequently Asked Questions

When are charges due?

- Your application/deposit fees must be paid before we will issue you a permit.
- All other 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. A non-refundable \$65 deposit is required when you schedule additional services or private/commercial activities. This deposit will apply toward service charges.

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. Activities canceled within 48 hours of the event, where services or charges apply, will get a refund less a one-hour service charge of \$65.

Costs for large or complex events

We may negotiate rates and charges for:

- Very large scale (more than 1000 participants) or complex activities;
- Activities that require use of an area for more than one day;
- Activities that exclude an area from normal use for a specified period of time; or
- Activities that present unusual financial, health or safety risks.

Do I have to pay a deposit?

A \$65 deposit is required when you schedule additional services. Payment is required within two working days after we approve your permit. If we do not receive your deposit, support services will not be scheduled. In some cases, we may cancel your permit.

Your deposit will be applied to your estimated charges for services, including any cancellation charges. Any remaining balance is due at least two working days before your activity starts.

In some cases, we may need additional deposits, based on the number of participants, the location, or any other relevant factors outlined in your permit application. If an additional deposit is required,

please keep in mind that your liability is not limited to the amount of the deposit or bond when damages exceed the amount of the deposit.

We typically refund additional deposits within 30 days after an event. However, we may keep the deposit in whole or in part, as determined by DES's Deputy Director, if you do not follow all the conditions of your permit or damage occurs to the Capitol Campus.

How do I pay?

You can pay by mail, phone or in person. We are unable to accept online payments.

You can pay with your business or personal check by mail or in person. Please include your permit number with your check. You can drop off your check at our office inside the southeast entrance of the Legislative Building on the Capitol Campus. Our mailing address is:

State Visitor Services
PO Box 41034
Olympia, WA 98504

We also accept Visa, Master Card, Discover and American Express. Please contact us at (360) 902-8881 for information on paying with a credit card.

We will invoice government agencies for their charges.

See our online [guidance on scheduling support services](#) for more information.

4. IMPORTANT THINGS TO KNOW

Ask before you advertise

You must get our written approval to use our agency logo or to publicize your event. Please review any advertising or publicity that references us or the Capitol Campus with our [Communications Director](#) before releasing to the media.

Alcohol use is restricted

Alcohol use is restricted on the Capitol Campus, and events must comply with our [Restricted Alcohol Use Policy](#). If we monitor compliance with your Restricted Alcohol Use Permit, we will charge staff time accordingly. Please see Section 3 above for more [support service charges information](#).

Briefings make for a successful event

Working collaboratively can resolve most logistical and planning challenges. DES is always willing to arrange a planning briefing, as far in advance as practical, with the parties having key roles in conducting your event. We may need a briefing for large or complex events. We will follow-up with a final briefing just before your event.

If we need a planning briefing, your participation is very important. DES may cancel or change your event permit if you do not attend your scheduled pre-event briefing and critical logistical or support service issues are left unresolved.

DES can also arrange a post-event briefing in the weeks after your event to discuss what went well for you, and what we can learn for future events.

Capacity and occupancy loads

A maximum occupancy has been set for some inside locations on the Capitol Campus. These locations have limited capacity and people must be able to enter and leave safely.

A recommended capacity has also been set for some outside locations. The actual capacity allowed will vary based on your specific event and other factors.

Together, we are responsible for making sure that use of the public areas of the Capitol Campus remains safe. When your safety or the safety of others is at risk, we may need your event participants to leave the building or area.

Evacuation requirements are covered later in this section under [Safety, security and crowd control](#).

Legislative Building	Maximum Occupancy Allowed (standing unless otherwise noted)
Legislative Building Interior:	
Rotunda Floor	60 people- standard chair setup
Rotunda Stairs	136 people per side
3rd Floor Hallway East	70 people
3rd Floor Hallway West	70 people
3rd Floor Hallway North	70 people
3rd Floor Hallway South	70 people
4rd Floor Hallway East	70 people
4rd Floor Hallway West	70 people
Palouse Room	100 people - standard table & chair setup
State Reception Room	211 people
Columbia Room	150 people - standard table & chair setup 300 people – no tables or chairs
Legislative Building Exterior:	
Esplanades	250 people per side
North Steps	2,500 people setups not allowed on steps, power cords protected, on sidewalk.

Meeting Spaces	Maximum Occupancy Allowed (standing unless otherwise noted)
GA Building Auditorium	125 people seated at tables 160 people – standard theater seating 250 people standing

Capitol Grounds	Recommended Capacity
Campus Lawns:	
East Plaza The area bordered by Capitol Way, the 14th Avenue Tunnel, Office Building 2 (OB2), and the Highway-Licenses Building	2,500 people
South Lawn The area between the South Diagonal and Sid Snyder Avenue	500 people
North Lawn The area between the North Diagonal and the General Administration Building	500 people
Tivoli Fountain Lawn The area bordered by the South Diagonal, the North Diagonal, Capitol Way and the Winged Victory Circle	1,000 people
Parks:	
Heritage Park North The area bordered by Capitol Lake, 5 th Avenue and Water Street	5,000 people
Heritage Park South The area bordered by Capitol Lake, 7 th Avenue, and the railroad tracks	5,000 people
Interpretive Center	30 people
Centennial Park	100 people
Marathon Park	500 people
Sylvester Park	1,000 people

Clean up and trash removal

The Capitol Campus is regarded as one of the most beautiful in the nation. We ask that you restore the Capitol Campus to its original condition and appearance after your event.

You may be responsible for collecting and disposing of trash from your permitted location and the general clean-up of the surrounding area within two hours after the end of your event, or as otherwise required by your permit. Please collect recyclable materials, such as cardboard, paper, glass bottles, aluminum cans and plastics, separately for reuse/recycling by DES.

Trash and recycling receptacles are included for your event. If necessary, we may require and place additional receptacles, including dumpsters or receptacles for compostable waste, at your cost. Please prevent receptacles from overflowing.

If the Capitol Campus is not cleaned up appropriately after your event, we may charge you for any costs we incur to restore the Capitol Campus to its original condition and appearance. Please see the section above regarding [Campus access charges](#).

Clear and free access

In addition to hundreds of scheduled events, the Capitol Campus houses about 10,000 state employees and hosts more than 100,000 visitors each year. Clear and free access to the public areas of the Capitol Campus is important at all times:

- Our staff and representatives, law enforcement, and emergency response personnel must have clear and free access to all areas of your event at all times.
- Please make sure your event is accessible to persons with disabilities, including access to toilet facilities. Specific requirements for [toilet facilities](#) are covered later in this section.
- Brief your event participants on the location of emergency exits and access routes before the start of your event. Contact us for emergency exit and access route information.
- Please make sure that emergency exits and access routes are unobstructed and open at all times during your event.
- Please make sure that all stairs and stairwells are unobstructed and open at all times during the event. We may require stanchions in the Rotunda, on the Legislative Building north steps, or on the Temple of Justice stairs. Information on [additional support service charges](#) can be found in Section 3 of the Guide.

Commercial filming and photography

Locations are available for filmmakers, photographers, and videographers on the [Capitol Campus](#), the [North Cascades Gateway Center](#) and other locations we manage. Please see our online [commercial filming guidance](#) for specific information on the permitting process.

Because filming activities can be complex, we may coordinate your filming activities with [Washington Filmworks](#), a non-profit organization that provides film production support across the state as well as film/TV/commercial production incentives.

If you are planning to have a commercial photographer or filmmaker as part of a larger activity, such as a wedding, we typically require only one permit for the combined activity.

Contract

We require an event contract for all [large and complex](#) events and for other activities with special requirements and/or risks of costs or damages. When an event contract is required, we will issue you a [conditional permit](#) and negotiate a formal contract with you as far in advance of your event as practicable. We may cancel or change your conditional permit if we cannot reach agreement and complete a signed contract at least two days before the event.

Damage and injury

You are responsible for any property damage or loss, or personal injury sustained during or as a result of your activity. You are also responsible for vandalism, damage, loss, or other destruction of property caused to or by your activity.

When a contract is required, your permit will include the following conditions:

To the fullest extent permitted by law, you shall indemnify, defend and hold harmless the State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries, death or damage to property arising out of or resulting from your activity.

Your obligation to indemnify, defend, and hold harmless includes any claim by your agents, employees, representatives, subcontractor or its employees or participants in your activity.

You expressly agree to indemnify, defend, and hold harmless the State for any claim arising out of or incident to your activity.

You waive your immunity under Title 51 to the extent required to indemnify, defend and hold harmless the State and its agencies, officials, agents or employees.

Fire safety

Safety is an essential consideration at any event. Please consult with the [City of Olympia Fire Marshall](#) as far in advance as possible when your event includes [tents/canopies](#), heaters, or cooking equipment or has an estimated attendance of more than 500 participants. This makes sure that you can have safety plans in place for the event.

Include details of any proposed fireworks with your application. Any proposed use of fireworks on the Capitol Campus must follow the [State fireworks law](#). If we approve fireworks for your event, you must also contact the [City of Olympia Fire Marshall](#) to request a permit for a public fireworks display. The sale or personal use of sparklers or similar objects by event participants is prohibited.

Minimum fire safety standards apply to outside displays associated with your event. Please see our online [guidance for displays on the Capitol grounds](#) for more information.

Food and beverages

Due to the historic character of the Capitol Campus and the need to make sure conditions are safe and sanitary, we may set additional requirements for food and beverages at events. For example, we typically will not permit beverages with red dyes in carpeted areas because of the risk of permanently staining the carpets. We also discourage using disposable glass containers and recommend serving food and beverages in reusable or recyclable containers. When food is provided or brought to your activity, mandatory [custodial charges](#) may apply.

Insurance

We may require you to provide insurance at your cost. When insurance is required, your permit or contract will include at a minimum the following additional conditions:

You are required to obtain insurance to protect us should there be any claims, suits, actions, costs, or damages or expenses arising from any negligent or intentional act or omission of you, your representatives, or attendees of your event under the terms of your permit.

You shall furnish evidence in the form of a certificate of insurance satisfactory to us that insurance, in the following kinds and minimum amounts, has been secured by you.

Failure to provide proof of insurance before the start of your event will result in the cancellation of your permit. We will not remind you of this and we will not reschedule your activity under the same permit when you fail to provide proof of insurance. The limits of insurance shall not be less than as follows or otherwise determined by us:

General Aggregate Limits	\$2,000,000
Personal and Advertising Injury Aggregate	\$1,000,000
Each Occurrence (applies to all of the above)	\$1,000,000
Fire Damage Limit (per occurrence)	\$ 50,000
Medical Expense Limit (any one person)	\$ 5,000

Issue management

Unforeseeable issues or concerns may arise even during the best planned events. Please make a dedicated cell phone number available to receive calls up to eight hours before the start of the event and at least one hour after the end of the event. We may ask you to keep a log of any issues that arise or calls that you receive and make it available to us during and after the event.

Location restrictions

We may limit or restrict access to areas of the Capitol Campus in which additional historic, design, health, safety, security, operational, or other such considerations may apply.

Location	Existing Risk	Restrictions
Capitol Lake	Spread of invasive snails beyond the lake	All boat launches are restricted. Use of the surface and shores is restricted. Decontamination is required when access is granted.

Location	Existing Risk	Restrictions
Flag Circle	<p>Landscaping and lawn cannot sustain repeated use.</p> <p>The Flag Circle is an active roadway and used primarily for legislator parking. Legislative parkers and emergency vehicles face event congestion when entering and leaving.</p> <p>Event vendors (tent installation, catering, etc) have difficulty accessing, setting up and tearing down.</p>	<p>Use of the Flag Circle for non-governmental events will be by exception and will require our Director's or our Deputy Director's approval.</p> <p>In order to decrease damage to the lawn and beds, a limited number of events will be permitted during legislative session with a 4 week recovery time between events.</p> <p>Lawns and planting beds will be protected. At a minimum, pathways, tent interior floor spaces and tent perimeters will be protected with a plywood covering.</p> <p>Event sponsors will post a damage bond.</p> <p>All Flag Circle events will need a contract that contains provisions addressing recovery of damage and loss.</p> <p>No events including preparation activities associated with an event will be held in the Flag Circle when frost has occurred.</p>
Legislative Building esplanade	Damage to the sandstone surfaces	The Governor's Inaugural Ball is the only event permitted on the esplanade.

Meeting and event spaces

Limited meeting and event space is available on the Capitol Campus. Given the high demand, we recommend that you submit your application as far in advance as possible.

Space	About the location	Details
Legislative Building Columbia Room	<p>The octagon-shaped Columbia Room is located in the center of the first floor of the Legislative Building.</p> <p>Typical uses include receptions, public and governmental meetings and gatherings, presentations and ceremonies.</p>	<ul style="list-style-type: none"> ➤ Capacity: <ul style="list-style-type: none"> ○ 100 people - standard table & chair setup: 4 tables, 100 chairs. ○ 300 people – no tables or chairs. ➤ Standard setup included in base charges. ➤ Food service is allowed. ➤ Special setups are available
Legislative Building Palouse Room	<p>The Palouse Room is located on the first floor of the Legislative Building.</p> <p>This room is typically used as a gathering and lunch space for school tour groups. It is also available for public and governmental meetings and presentations.</p>	<ul style="list-style-type: none"> ➤ Standard setup included in base charges. ➤ Capacity: <ul style="list-style-type: none"> ○ 100 people - standard table & chair setup. ➤ Food service is permitted. ➤ Special setups are available

Space	About the location	Details
Legislative Building State Reception Room	The State Reception Room is the formal receiving area for dignitaries and heads of state. This room is also used by state elected officials to address constituent groups, including students.	<ul style="list-style-type: none"> ➤ Standard setup included in base charges. ➤ Government use only ➤ No Food or Drink allowed ➤ Capacity – 211 people – no tables or chairs. ➤ Special setups available
Office Building II (OB2) Auditorium	The OB2 auditorium is located on the East Campus across Capitol Way from the Legislative Building. The address is 115 Washington St. SE and the auditorium is on the lower level of the building.	<ul style="list-style-type: none"> ➤ Standard setup included in base charges (theater seating plus 8 table in the lobby) ➤ A minimum base service rate charge starts at the 151 participant rate ➤ Base service charges do not apply for OB2 tenants ➤ Capacity: <ul style="list-style-type: none"> ○ 287 people – standard setup- theater style seating ○ Total seating – 375 people ➤ Food service is permitted in lobby. ➤ Special setups available
Sylvester Park Gazebo	The Gazebo is an ideal space for concerts or small ceremonies.	<ul style="list-style-type: none"> ➤ Capacity: <ul style="list-style-type: none"> ○ 25 people - no tables or chairs. ➤ Standard setup included in base charges. ➤ Food service is allowed. ➤
General Administration (GA) Auditorium	The GA building is located on the North portion on the West Campus at, 210 11 th Ave. SW The Auditorium is located on the first floor.	<ul style="list-style-type: none"> ➤ 250 people standing, 125 for table seating and 160 for theater seating ➤ No internet access ➤ Food service allowed ➤ Special setups available

Noise control

Please tell us on your application if your event is likely to produce a lot of noise. As part of the community, events on the Capitol Campus must follow the [City of Olympia noise requirements](#).

We may also restrict noise if it would unreasonably disrupt or interfere with the normal conduct of government business. If you plan to have amplified music or sound, including live bands or DJ's, we may monitor noise levels throughout the event. If we require noise monitoring, you are responsible for this cost. Please see the section above about [additional service charges](#) for more information.

We generally will not permit events to continue past 11:00 pm, unless special circumstances apply.

Parking

Visitor parking

Paid visitor parking is available both on and off the Capitol Campus. All visitor parking areas on the Capitol Campus have meters that accept cash, debit cards or credit cards.

Some visitor parking locations have [Dash](#) shuttle service. Dash is the free shuttle operated by Intercity Transit that connects the Capitol Campus with downtown Olympia. Please see the [map](#) at the end of the Guide for parking and Dash locations.

Please do not park in the residential neighborhoods bordering the Capitol Campus. Parking restrictions are strictly enforced by the City of Olympia.

Reserved parking

Limited reserved parking may be available at some Capitol Campus locations (listed below). Please submit your reserved parking request at least five full working days before your activity, regardless of when you submit your permit application for your activity. We consider requests for reserved parking on a first-come-first-served basis. Please see our online [guidance on activity parking on the capitol grounds](#) for rates and more information.

- North and South Diagonals;
- Professional Arts Building;
- General Administration Parking Garage Upper Level;
- Visitor parking at the west Side of the General Administration Building;
- Visitor parking at the Maple Park lot;
- Visitor parking at the Maple Park Annex lot;
- Visitor parking at the Natural Resources Building P1 lot.

Reserved parking may also be available for buses on the Deschutes Parkway.

Visitor parking on Campus

<p>Professional Arts Building located at the corner of 11th Avenue and Franklin Street.</p> <p>Upper level of the General Administration Parking Garage. The garage is located at the corner of 11th Avenue and Columbia.</p>	Limited reserved parking and Dash are available at this 61-stall lot.
	<p>This garage has 78 visitor parking stalls on the upper level.</p> <p>For safety reasons, SUVs, vans and pick-up trucks may not be parked on the upper level of the garage. Only mid-size vehicles, such as a Toyota Camry and smaller are allowed in this lot.</p> <p>A plastic bar at the entry to the upper parking level is in place to prevent larger vehicles from entering.</p>
<p>West side of General Administration Building. The General Administration Building is located at 11th Avenue and Columbia.</p>	<p>A total of 34 parking stalls are available for use by oversized vehicles (SUVs, vans and trucks.) Follow the signs to find this parking area.</p> <p>Limited reserved parking is available at this lot.</p>
<p>Capitol Campus North Diagonal. The entrance to the North Diagonal is on Capitol Way between 11th Avenue and the South Diagonal.</p>	<p>Limited reserved parking is available at this 58-stall parking area.</p> <p>Very large vehicles can also be parked along the North Diagonal and at three 30-minute only parking stalls along Capitol Way, between the North and South Diagonals.</p>
<p>Capitol Campus South Diagonal. The entrance to the South Diagonal is on Capitol Way between the North Diagonal and Sid Snyder Avenue SW.</p>	<p>Limited reserved parking is available at this 48-stall parking area.</p> <p>Very large vehicles can also be parked along the South Diagonal and along Capitol Way, between the North and South Diagonals.</p>
<p>Visitor Information Center located at 14th Avenue and Capitol Way.</p>	<p>Dash is available at this 84-stall parking area.</p>
<p>Maple Park lot located on the corner of Maple Park Avenue and Jefferson Street</p>	<p>Limited reserved parking and Dash are available at this 51-stall lot.</p> <p>From I-5, take a left on Jefferson Street and then a right onto Maple Park Avenue. The lot is immediately to your right.</p>
<p>Maple Park Annex lot located on Maple Park Avenue between Capitol Way and Franklin Street</p>	<p>Limited reserved parking is available at this 14 visitor stall parking area.</p>
<p>Natural Resources Building P1 parking lot located at the corner of 11th Avenue and Washington St. SE. The entrance is off of Washington Street.</p>	<p>Limited reserved parking and Dash are available at this 204-stall lot.</p> <p>This lot has a water resistant surface membrane. To protect the surface, studded tires or chains are not permitted.</p>

Visitor parking off Campus

<p>On the west side of Capitol Way between the North and South diagonals</p> <p>From the edge of the Capitol Campus towards down town Olympia on city streets.</p>	Larger vehicles can also be parked along Capitol Way.
	Metered parking is available throughout the Olympia business district.
<p>The Farmers Market lot located at the north end of Capitol Way.</p>	<p>Dash is available at this lot. Look for designated stalls with green striping. This lot is available from January through March only.</p>

Parking information on the internet

- Capitol Campus visitor parking map (PDF):
<http://www.des.wa.gov/services/Travel/Parking/Pages/ParkVisitor.aspx>;
- Getting to the Capitol Campus:
<http://www.des.wa.gov/services/facilities/CapitolCampus/Pages/DrivingDir.aspx>;
- City of Olympia: [Downtown Olympia parking options](#);
- Visit the Capitol: <http://www.des.wa.gov/services/facilities/CapitolCampus/Pages/default.aspx>.

Power and water

Many events rely on powered equipment or lighting. We may require area lighting when your outside event is active after sunset.

DES may be able to make limited power sources available at no cost. If such a power source is not available, you may use portable generators for your outdoor power needs. For safety, make sure power cords do not pose a trip hazard and disconnect all power sources whenever your venue is unattended. Keep generator noise levels below 65 decibels.

Because of the risk of damage to the historic grounds, please refuel portable generators only at designated locations. Contact Visitor Services for the nearest location to your venue.

Water sources on the Capitol Campus grounds are restricted to government use. You are responsible for providing for your own outdoor water needs. Please consult us regarding any equipment clean-up activity, so that we can work together to make sure that no runoff creates a potential environmental hazard to the surrounding landscape.

Protection of the Capitol Campus and other locations

The Capitol Campus is regarded as one of the most beautiful in the nation. Please respect the historic facilities and the equipment and infrastructure that support them.

Please make sure that underground infrastructure such as irrigation and power lines are not damaged or interfered with in any manner whatsoever. DES requires a survey to confirm if underground infrastructure is present that could be damaged by your activity.

If Capitol Campus facilities, equipment or infrastructure are damaged, we will invoice you for any costs we incur to restore the Capitol Campus to its original condition and appearance.

Public address systems

Public address systems may not unreasonably disrupt or interfere with the normal conduct of government business. Please maintain a reasonable volume and face loudspeakers only towards the event attendees. Please see [Noise Control](#) for additional information.

Safety, security and crowd control

Safety is an essential consideration at any event. You are responsible for making sure that your event is safe for your participants and for other users of the Capital Campus. We may need you to provide first aid personnel and stations for your event. If so, we also ask that you provide us with a report of any first aid incidents within seven days after the event.

To make sure we are prepared for emergencies, we inform the City of Olympia Fire and Police Departments and the Washington State Patrol about any approved events with more than 500 participants. Please see [Fire Safety](#) for additional information. We may also require you to consult with the Washington State Patrol, as far in advance as practicable.

Brief your event participants on the location of emergency exits and access routes prior to the start of your event. Contact us for emergency exit and access route information. Please see [Clear and Free Access](#) for additional information.

Security and crowd management plans

We may require you to prepare a security and crowd management plan for your event. The most important factors we consider when deciding if such a plan is needed are:

1. **Time** - Will people all arrive at once or leave over a short period? Greater management is required in these situations, and we encourage spacing out arrivals and departures.
2. **Space** - Will the event be in a confined space that limits movement? Greater management is required in these situations.
3. **Information** – How will you keep people informed? The crowd’s perception of what is happening is important. For instance, if an event is delayed but the crowd does not know why, they may become concerned and try to enter a building or go to another area of the Campus all at once.

A security and crowd management plan may include requirements for your event staff to be on site until all participants have left, a clear method for counting the number of participants, a plan for dispersing the crowd if it becomes too large, and enhanced security around sensitive equipment such as sound booths or lighting scaffolds. We do not consider security arrangements made for specific individuals attending your event to be part of any other safety or security requirements for your event participants.

Risk management plans

Unforeseeable issues or concerns may arise even during the best planned events. For example, foul weather may force the delay or cancellation of a scheduled event. Because Capitol Campus buildings cannot safely accommodate large unexpected crowds, it is essential that you make alternative plans that do not include using the Capitol Campus buildings for shelter.

We may require you to prepare a [risk management plan](#) for large or complex events. We will review and approve your plan as a condition of your permit. Please see [risk management and planning](#) for additional information.

Tents and canopies

We may permit the use of tents and canopies on the Capitol grounds. These offer shelter from the weather and help make sure that Capitol buildings do not become too crowded. We will charge you under certain conditions for putting up a tent or a canopy. Please see the sections on [special conditions](#) and [vendors and contractors](#) for more information. For safety, we require a site inspection with a our representative before the start of your event.

We may have to deny permission to use tents or canopies due to foul weather (such as high winds, snow or frost) or other unforeseen operational issues. We will try to work with you on alternative arrangements as far in advance as practical.—

We encourage you to make sure that the tents are adequately heated and ventilated. You must get a fire safety review or a temporary fire permit from the [City of Olympia Fire Marshall](#). We may cancel or change your permit if you do not get a fire safety review or a temporary fire permit.

As noted above, [clear and free access](#) is important at events. Please make sure that tents or canopies do not obstruct emergency exits and access routes. Our staff and representatives, law enforcement, and emergency response personnel must have clear and free access to all areas of your event at all times. Please keep at least one sidewall of each tent or canopy open at all times to allow an unobstructed view into the tent or canopy.

The Capitol Campus must be protected from damage during tent or canopy installation. In order to protect lawn and bedding areas, we require protective hard ground coverage:

- Complete flooring coverage of the interior of all tents and canopies; and
- 4' wide perimeter surrounding the exterior of each tent over 100 square feet; and
- 8' x 8' coverage underneath each on site refuse/recycling area.

When your tent is located in an area without direct access to sidewalks, we may also require you to provide temporary hard surface walkways across lawn areas.

Toilet facilities

Capitol Campus buildings do not have enough restrooms for large events. We typically require you to provide portable toilets for all events with more than 500 participants. Please use the tables below to calculate how many portable toilets you will need.

Portable toilets for events:

Participants	Male			Female	
	Toilets	Urinals	Sinks	Toilets	Sinks
>500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Requirements may be reduced for shorter events as follows:

Duration of event	Quantity required
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Please work with us to plan as far in advance as practical for the location and support of portable toilets. Important factors include ensuring that at least 5% of all toilets are unisex and wheelchair accessible, that toilets are kept clean to DES's custodial services standards, and that they are kept stocked with restroom supplies. We may ask you to provide directional signage to the toilets. Lighting is required for portable toilets used for nighttime events; flashlights are not acceptable. If your event will last more than four hours, the toilets must be positioned so that pump-out vehicles can access them during the event. DES will make the final determination on where the portable toilets will be located.

Transportation and traffic

If your event will draw more than 500 people, as a condition of your permit we may need you to prepare a transportation plan to discuss how participants will get here and where they will park. DES encourages public transportation, vanpooling, carpooling, walking or biking. Please be sure to plan for access for persons with disabilities.

Road Closures

We try to accommodate events within the Capitol Campus. However, some events may require closing adjacent city walkways, roads and parking areas. If so, you may also need permits from the City of Olympia. DES also must approve of any closures that would affect access to the Capitol Campus. Please include this information in your application, and provide us copies of any required City of Olympia permits at least two days before the start of your event.

Buses

Capitol Campus access is limited and many roads are narrow roads. Please contact us at least five days before your event so that we can coordinate bus loading and unloading. Please update us with your bus load counts at least two hours in advance of their arrival.

We have designated the Winged Victory turnaround circle on the west campus as a bus loading zone. This loading zone can handle only four buses at a time. We may need to block part of the South Diagonal to allow buses to wait their turn. You are responsible for the costs to block the South Diagonal. See our online [Capitol Campus Use Rate Schedule](#) for specific charges.

Bus parking is restricted on the Capitol Campus. Once buses have unloaded passengers, they should proceed to the Deschutes Parkway to park. Parking is first-come-first-serve and you may want to reserve parking for your event buses. Please see [Parking](#) for more information.

In the event of an emergency, buses must be able to return to pick up your event participants within 15 minutes of notice.

Public transportation to and from the Capitol Campus may be available from

- [Intercity Transit](#) is the local public transportation provider. For route information, call 360-786-1881 or 1-800-287-6348. For TTY call 360-943-5211;
- [Pierce Transit](#) – Tacoma 1-800-562-8109;
- [Mason Transit](#) – Shelton 1-800-374-3747 or 360-427-5033;
- [Grays Harbor Transit](#) – Hoquiam 1-800-562-9730.

Vendors and contractors

All vendors and contractors performing work on the Capitol Campus must:

- Comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards.
- Obtain a service parking permit or use paid visitor parking when parking on the Capitol Campus. Service permits are valid in reserved service or vendor stalls only. Contact our Parking Office at: parking@ga.wa.gov or (360) 725-0030
- Obtain insurance to protect us should there be any claims, suits, actions, costs, or damages or expenses arising from any negligent or intentional act or omission of you, your representatives, or attendees of your event under the terms of your permit.

We may ask you to provide evidence that your vendor or contractor agrees to meet the minimum requirements. We may cancel or change your permit if you do not provide this information at least two days before the start of your event.

The limits of insurance shall not be less than as follows or otherwise determined by us:

- | | |
|---|-------------|
| • General Aggregate Limits | \$2,000,000 |
| • Personal and Advertising Injury Aggregate | \$1,000,000 |
| • Each Occurrence (applies to all of the above) | \$1,000,000 |
| • Fire Damage Limit (per occurrence) | \$ 50,000 |
| • Medical Expense Limit (any one person) | \$ 5,000 |

If your vendor or contractor brings a vehicle on the Capitol Campus for event setup or breakdown on the Capitol Campus, there is an additional requirement for automobile liability insurance with a minimum limit of liability of \$1,000,000 CSL or the multiple limits equivalent.

Weddings

The Capitol Campus hosts weddings in some of the indoor public areas and on the grounds throughout the year. Not all indoor public areas are appropriate for weddings during normal business hours, so we encourage you to schedule your private indoor wedding after normal business hours. Please see [Section 3](#) above for potential charges.

Guests at weddings held after normal business hours in the Legislative Building typically enter through the north entrance at the top of the north steps.

Please let us know when someone in your wedding party is unable to use the main steps and we will make the southeast entrance available. Otherwise, all other exterior doors will be closed. Wedding guests and the wedding party must stay in the areas scheduled for your wedding (Rotunda, corridors, Columbia Room, etc.)

Capitol Campus buildings do not have changing rooms available, so your wedding party may need to use public restrooms. Not all restrooms have power outlets. Outdoor restrooms on the Capitol Campus, they may not be suitable for use as changing rooms for weddings.

Candles, helium balloons, and rice are not allowed at indoor weddings. Indoor displays, signs and banners are only permitted for private, after-hours weddings.

Location	About the location	Details
Legislative Building Columbia Room	<p>This octagon shaped room is located in the center of the first floor of the Legislative Building.</p> <p>The Columbia Room is recommended for private wedding receptions.</p>	<ul style="list-style-type: none"> ➤ Capacity: <ul style="list-style-type: none"> ○ 150 people seated ○ 300 people – no tables or chairs. ➤ Standard table & chair setup included in base service charges. ➤ Food service is allowed.
Legislative Building Rotunda	<p>The Legislative Building Rotunda is a highly desired location for weddings, but it also has the most visitors when the Legislative Building is open to the public.</p> <p>This location is readily available from May through December. While weddings may be held from December through April when the Legislature is in session, scheduling is very difficult.</p>	<ul style="list-style-type: none"> ➤ Capacity: <ul style="list-style-type: none"> ○ Rotunda floor - 60 people seated. ○ Rotunda stairs – 136 people per side standing ➤ Food service is allowed. ➤ Wedding parties may use the Rotunda for ceremony rehearsal in the evenings. ➤ Base service charges do not include chair or equipment setups.
Sunken Garden	<p>The historic sunken garden is the most popular outdoor wedding location. Typically, two or three weddings will take place each summer weekend.</p> <p>The weather is most dependable from June through September.</p>	<ul style="list-style-type: none"> ➤ Capacity: <ul style="list-style-type: none"> ○ 125 people seated. ➤ Wedding parties should have an indoor back-up plan in the event of foul weather. ➤ Tents or canopies may be used ➤ Base service charges do not include chair or equipment setups. ➤ Food service is allowed.
Tivoli Fountain	<p>Located in the center of the Capitol Campus next to Capitol Way, this lawn area is popular for larger outdoor weddings.</p>	<ul style="list-style-type: none"> ➤ Capacity: <ul style="list-style-type: none"> ○ 100 people seated. ➤ Wedding parties should have an indoor back-up plan in the event of foul weather. ➤ Tents or canopies may be used ➤ Base service charges do not include chair or equipment setups. ➤ Food service is allowed.

Location	About the location	Details
<p>Heritage Park</p>	<p>Located in downtown Olympia at the corner of 5th Avenue and Water Street, this large park next to Capitol Lake has a variety of locations suitable for weddings.</p>	<ul style="list-style-type: none"> ➤ Capacity: <ul style="list-style-type: none"> ○ 5000 people seated. ➤ Wedding parties should have an indoor back-up plan in the event of foul weather. ➤ Tents or canopies may be used ➤ Base service charges do not include chair or equipment setups. ➤ Food service is allowed.

5. RISK MANAGEMENT AND PLANNING

Unforeseen issues or accidents occur even during the best planned events. This is normal. Risk management planning can be helpful for any event, and we may require you to prepare a plan for large or complex events as a condition of your permit.

What to do if there’s an injury or damage.

Sometimes people get hurt or property is damaged. If it happens, respond as soon as possible:

- Call 911, if needed. Stay with any injured person(s) or stay at the scene until help arrives;
- Call Visitor Services at 360-902-8881 and tell us what has happened;
- If appropriate, contact the person or people involved to see if additional help is needed.

After such an incident, we will ask you to meet with us for a [post-event briefing](#) so we can learn from the incident and help make sure that it does not happen again or to reduce future risks.

Planning for issues during your event

Small issues can quickly become emergencies. Advance planning helps you to reduce risks by ensuring that together we all know what to do to protect the health and safety of your event attendees, other Campus workers and visitors, and the surrounding community. It also helps protect the historic Capitol Campus buildings and grounds.

A table of key event risks

The following table outlines some possible risks that you may need to consider in your planning. Please consider whether they apply to your event, then analyze how much of a risk they pose, and determine how to manage the risks where needed.

RISK	OBJECTIVE	ACTION
Poor planning and rushed approval process	Adequate event planning and approval time to manage possible risk and make sure a successful event	Seek approval as far in advance of the event as practicable. We will not issue a permit until you provide us all relevant information.
Accident or death from faulty electrical work	Temporary electrical work meets required standards.	Comply with relevant code requirements.
Accident or death from a structural failure	Make sure that temporary structures, including stages, tents and canopies, have been checked and certified to meet required standards for the intended use.	Provide us written certification from the City of Olympia Fire Marshall at least 24 hours prior to the start of the event. Provide us written certification from City of Olympia, Community Planning and Development at least 24 hours prior to the start of the event.

RISK	OBJECTIVE	ACTION
Noise complaints or local fines and penalties	To manage event noise.	Comply with relevant code requirements and any additional noise restrictions we require. Set up a complaint line and notify neighbors within the adjoining area.
Threat or harm to property or person	To manage any possible crowd or individual behavior issues.	Provide adequate number of approved security officers during and after the event. Provide a supervised station for the safekeeping of valuables (Fee or Free) Enforce 'Zero tolerance' for throwing objects/fighting, resulting in immediate removal from venue.
Injury or accident	Make sure adequate first aid facilities and emergency services are available in the event of any accidents	Provide first aid station(s) with qualified first aid officers for the entire event. Provide signage locating first aid station(s). Notify local hospital and ambulance service of event time and location.
Major incident requiring evacuation	To manage the safe and speedy exit of participants.	Plan and document how you would conduct an emergency evacuation. Conduct an evacuation plan debrief for our staff, security and organizing staff, law enforcement, emergency services and relevant City of Olympia staff at least 48 hours prior to the start of the event. Designated staff to oversee an evacuation of participants and discourage loitering.
Crowd size	To prevent overcrowding of venue and make sure participants are kept safe.	Comply with maximum building occupancy load or crowd density factor requirements.
Health and comfort of attendees	To make sure adequate facilities for participants comfort (including appropriate number of toilets, trash bins) are in place.	Provide toilet and facilities in accordance with the toilet facilities charts . Check toilet and basins regularly. Provide adequate number of trash bins. Empty trash bins before they overflow.
Fire hazards	To prevent fire and the threat to persons and property.	Provide us proof of inspection or temporary fire permit from the City of Olympia Fire Marshall at least 24 hours prior to the start of the event. Inform City of Olympia Fire Department of event. Make sure fire extinguishers and exit signs properly located throughout the event.

RISK	OBJECTIVE	ACTION
Foul weather	To reduce the threat to persons and property from foul weather.	<p>Make sure staff are available after hours to protect your equipment.</p> <p>Plan for alternate locations and possible evacuation if foul weather forces delay or cancellation of the event.</p>

6. DEFINITIONS

- *Activity* means one or more people gathering for a common purpose or cause. Activity or event is used interchangeably in this guidance.
- *Applicant, I, you or your* refers to any person(s) or organization(s) seeking permission to use the public areas of the capitol buildings and grounds.
- *Banners and signs* means pieces of material presented publicly to display a message, slogan, advertisement, or other similar information. Government-recognized flags are not considered banners or signs.
- *Buildings and grounds* means those buildings and grounds over which the Department of Enterprise Services exercises custody and control.
- *Buildings* mean enclosed buildings and adjoining structures. Buildings include, but are not limited to, the Legislative Building, the Temple of Justice, the Old Capitol Building, and the Natural Resources Building.
- *Grounds* mean exterior spaces including, but not limited to, walkways, plazas, lawns, plantings and parks.

The grounds include such locations as the Capitol Campus, Heritage Park, Marathon Park, Centennial Park, Sylvester Park, the surface and shores of Capitol Lake, Deschutes Parkway, and the North Cascades Gateway Center.

- *Commercial activity* means an activity that promotes, creates, or exchanges products or services for the purpose of making profit or revenue.

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.

- *Days* mean full working days. Saturdays, Sundays, and state holidays are not working days, and the day you submit your application does not count as a working day. For example, you must submit your application by the close of business on Monday to hold an event on the following Thursday, and you must submit your application by the close of business on Wednesday to hold an event on the following Saturday, Sunday, or Monday.
- *Director* means the director of the Department of Enterprise Services.
- *Display or exhibit* means an object or collection of objects presented publically with the intent to communicate facts, a particular impression, a viewpoint or an on opinion. Exhibits or displays include, but are not limited to, banners, signs, paintings, sculpture, ceramics, photographs, projected images, video or computer screens, informational booths and tables, or other similar objects and arrangements.

Exhibits and displays do not include equipment used in the performance of medical or therapeutic services during a permitted activity, such as a blood drive, delivering flu shots, or administering a therapeutic massage.

- *Event Type* refers to how we categorize events. For the purpose of activities held on the buildings and grounds, we categorize events by following types:
 - Free speech and assembly;
 - Government;
 - Commercial;
 - Private.
- *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.
- *Enterprise Services, DES, department, us, our or we* refers to the Department of Enterprise Services.
- *Government activity* means an activity sponsored by government for the conduct of government business.
- *Large or Complex Event* means any single, non-repeating event or activity, either indoor or outdoor, where:
 - Over 1000 people assemble, or
 - The activity requires exclusive use of an area for more than one day, or
 - The activity excludes an area from normal use for a specified period of time, or
 - The activity presents unusual financial, safety or health risks.

Some examples of typical large or complex events are rallies, parades, marches, outdoor concerts, shows, fairs, festivals, exhibitions, filming and weddings.

- *Local community event* means a locally organized event where the event is held for the benefit of the communities surrounding the Capitol Campus. The sponsor of a local community event must be a non-profit that is registered with the Secretary of State. Some local community events may be considered to be [free speech](#) activities.
- *Permit* means a written or electronic permit issued by the Department of Enterprise Services authorizing the use of public areas of the capitol buildings and grounds.
- *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.

- *Public area* means those areas of the capitol buildings and grounds that are generally open to the public, such as a building's primary public entrance lobby; rotundas and adjoining public mezzanines; and exterior plazas and lawns. Public areas do not include offices, meeting rooms, and other work areas that are ordinarily reserved for or primarily devoted to conducting the business and operations of state government; the governor's mansion; and any area which is identified by a sign indicating that the area is not open to the public.
- *Sponsor* means the agency, person, company or organization who submits an application to us for approval to stage an event or activity. The sponsor make sures all permit requirements are followed and agrees to be held liable for [damages, injuries or losses](#) that rise up out of the event.
- *Spontaneous gathering* means a temporary gathering of a group of people who come together in response to breaking news or events. One example of a spontaneous gathering is a flash mob. Spontaneous gatherings are typically free speech and assembly activities.
- *Support services* means services provided by us that you will need for your activity and for which there are fees. Some examples of support services are custodial services, electrical or other trades, equipment rental, or the exclusive use of a location.

ATTACHMENT A: TARGET SCHEDULE FOR KEY TASKS

These tables contain the key tasks described in this Guide. Please note that some events may involve only a few of these tasks, while other events may involve most or all of them.

Task or Document	PRE-EVENT	
	DES	Applicant/Sponsor
Submit event application and fee		Up to 1 year prior to your event
Campus Use Permit Approval (conditional)	2 days after receipt of complete application	
Initial pre-event briefing	As far in advance as practicable	As far in advance as practicable
Any required event support plans <ul style="list-style-type: none"> • Risk management • Transportation management • Security/crowd management 		As far in advance as practicable
Arrange portable toilets		As far in advance as practicable
City of Olympia Public Fireworks Display Permit		As far in advance as practicable
Request DES services, including any reserved parking		At least 5 days before event
Submit Restricted Alcohol Use application		At least 5 days before event
Commercial vendor approval	5 days before event	
Food vendor approval	5 days before event	
Pay DES charges in full		2 days before event
Provide proof of insurance		2 days before event
Sign contract	2 days before event	2 days before event
Approve Restricted Alcohol Use application	2 days before event	
Campus Use Permit Approval (final)	At least 2 days before event	
Submit Deposit or bond		2 days after final permit approved
Washington State Liquor Control Board Banquet Permit approval		After Restricted Alcohol Use Permit approval
Final pre-event briefing	24 hours before event	24 hours before event
City of Olympia Fire Marshall fire safety review		Prior to occupancy

City of Olympia temporary structure inspection		Prior to occupancy
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Task or Document	POST-EVENT	
	DES	Applicant/Sponsor
Site cleanup & trash collection		Before start of next business day after event
Remove advertising signage		Before start of next business day after event
First Aid incident report		7 days after event
Post-event briefing	Within 30 days after event	Within 30 days after event
Deposit or bond refund	30 days after event	

Special Note about Deadlines

Please give attention to these deadlines so that we can best serve you. We do not have the capacity to remind you of your deadlines. We may cancel or change your permit when you do not meet pre-event deadlines.

ATTACHMENT B: RELATED REQUIREMENTS & HELPFUL INFORMATION

State Requirements

- WAC 200-200 State capitol grounds traffic and parking regulations
- WAC 200-210 Capitol Lake and adjoining lands and roadways
- WAC 200-220 Use of the public areas of the capitol buildings and grounds
- WAC 173-60 Maximum environmental noise levels
- Liquor Control Board Banquet Permit

Local Requirements

- Thurston County codes
- Olympia City codes
- Olympia Permits – Festivals & Events

Enterprise Services Policies & Procedures

- Alcohol use restricted on the capitol campus
- Appeal of denial of use of the capitol buildings and grounds
- Permitting use of the capitol buildings and grounds procedure
- Commercial filming, videography and photography
- Displays on the capitol grounds
- Activity parking on the capitol grounds
- Scheduling support services for activities
- Managing spontaneous gatherings
- Standards for bridge banners
- Campus use rate schedule

Enterprise Services Forms

- Campus Use Application
- Campus Use Agreement
- Campus Use Alcohol Permit

Helpful Information

- Capitol Campus Activities and Events Calendar
- Legislative Building Floor Plans

Maps

- Capitol Lake Trails
- Downtown Olympia Parking Map
- Heritage Park Map

Aerial photograph of the Capitol Campus



Campus grounds

