

Displays on the Capitol Campus

Applies To:	Anyone requesting, approving, installing or removing displays on the Capitol Campus
Authorizing Sources:	State law – RCW 43.19.125 Capitol buildings and grounds—Custody and control. State Rule - WAC 200-220 Use of the public areas of the capitol grounds
Information Contact:	Visitor Services
Effective Date:	January 7, 2013
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Approved By:	_____/s/ Director Chris Liu

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Purpose

To establish specific requirements and governance related to displays on capitol grounds.

Definitions

- **Display** means the same as defined by [WAC 200-220-030\(7\)](#);
 - **Applicant** means the same as defined by [WAC 200-220-030\(2\)](#);
 - **Banner** means the same as defined by [WAC 200-220-030\(3\)](#). Banner is used interchangeably with display.
 - **Capitol Campus** means the same as “Capitol buildings and grounds” as defined by [WAC 200-220-030\(4\)](#);
 - **Director** means the same as defined by [WAC 200-220-030\(6\)](#);
 - **Enterprise Services** means the same as defined by [WAC 200-220-030\(9\)](#);
 - **Permit** means the same as defined by [WAC 200-220-030\(10\)](#).
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Policy

The Department of Enterprise Services will set restrictions when permitting the temporary placement of displays on the state capitol grounds.

This policy is used together with WAC [200-220, DES statewide requirements](#) governing activities on the Capitol Campus, and all other applicable state policies, rules, and laws which are incorporated herein by reference.

Denial of a permit application may be appealed to Enterprise Services under [WAC 200-220-150](#) and our policy governing [DES statewide requirements](#).

If any section, subsection, sentence, clause, phrase or other portion of this policy is, for any reason, declared invalid, in whole or in part, by any court of competent jurisdiction, such portion shall be deemed severable, and such invalidity shall not affect the validity of the remaining portions of this policy, which remaining portions shall continue in full force and effect

Part 1 General Requirements

A. You must submit a Campus Use application and obtain a permit from State Capitol Visitor Services in order to place a display on the state capitol grounds. Follow our Permitting Use of the Capitol Buildings and Grounds Procedure when submitting your application.

1. The Campus Use application and our Permitting Use of the Capitol Buildings and Grounds procedure are available through links located on the bottom of this policy.
2. Your application must contain a detailed description of the requested display, including but not limited to size, layout and materials. We require this information on permit applications for all activities which propose to include displays as part of the activity.
3. We may request additional information about the proposed display, including photos, drawings or certifications, in order to complete our approval review of your Campus Use application.

B. We will apply certain time limits to your display.

In order to accommodate and manage the many activities held on the state capitol grounds:

1. We will not issue you consecutive permits.
2. The placement of your display may not exceed 14 consecutive calendar days in duration.
3. We may set further limits on duration according to design, health, safety, operational and other such considerations.
4. You must remove your display at the end of the permitted timeframe unless your display is subject to the requirements of [Part 3](#) below.

C. The placement of your display will depend on design, health, safety, operational, and other such considerations.

1. You may request a particular site on the state capitol grounds for your display. We will not permit an activity that would conflict with the location of a previously permitted activity. We may recommend to you options for other locations in such instances.
2. Your display may not unreasonably obstruct safe access for people or vehicles. In order to assure safe access for people or vehicles, your display must be placed at least 25 feet apart from another

display unless your display is subject to the requirements of [Part 3](#) below. We may set further proximity limits based on operational considerations.

3. We may designate a specific location on the capitol grounds for your display if it is associated with private or commercial sales, solicitation, or fund-raising activities.

D. We will not allow certain types of activities in association with your display.

1. No religious worship, exercise or instruction shall be allowed on the state capitol grounds.
2. Your display may not promote any political campaign.

E. The state of Washington assumes no liability for loss or damage to your display or caused by your display.

1. You are solely responsible for any loss or damage to your display caused by acts of nature, acts of God, vandalism or other means.
2. You are solely responsible for paying for any loss or damage to property or people caused by or as a result of your display.

F. Payment for your permits and other charges must be received in advance of your activity.

Upon approval of your Capitol Campus Event Request Application, we will charge you based on our published rate tables. See our Campus Use Rate Schedule for more information.

G. We may cancel your permit.

1. If you do not comply with the conditions of your permit, we may revoke your permit and order you to remove your display.
2. We may cancel your permit at any time due to unforeseen operational circumstances, including but not limited to, urgent security concerns, emergency repairs, or other necessary state government activities.
3. If we must remove your display due to non-compliance with the requirements of your permit, your display will be removed at your expense.
4. If you do not pay in advance for certain necessary services provided by us in support of your activity.

Part 2 – Safety considerations

A. We will provide to state employees a workplace that is free from hazards.

A hazard is recognized if it can be established that any reasonable person would have recognized the hazard. We will consider relevant factors, including but not limited to:

1. The specifics of each display request in determining display and installation requirements necessary to ensure a hazard free workplace.
2. The requirements of [WAC 296-800 Safety and health core rules](#) when determining display and installation requirements.

B. The installation of your display must meet minimum standards.

1. Your display must be freestanding, not affixed to any tree, planting, or structure with the exception of the pedestrian bridge crossing Capitol Way.
2. Your display may not be enclosed by an awning or a tent.
3. Your display must include your name and a disclaimer stating that the display is not owned, maintained, promoted or supported by or associated with the state.

C. Your unattended displays may not use electrical or other power sources.

This is necessary to make sure that unforeseen hazards such as electrical shorts, electrocution, and impacts due to vandalism do not cause death or serious physical harm.

1. You may use power when you are attending your activity and must unplug your display if it will become unattended. Use of power is prohibited if your display is subject to the requirements of Part 3 below.
2. You may not use a portable generator to provide electricity to unattended displays.

D. You are responsible to make sure your display is safe and free from hazards.

Your responsibilities include but are not limited to:

1. Inspecting your electrical equipment to make sure there are no recognized hazards likely to cause death or serious physical harm.
2. Making sure that power cords do not create any tripping hazards.
3. Secure your display so that it will not blow or fall over or fall down during the time it is permitted to be displayed.
4. Bear all costs necessary to make sure that your display is safe and is free from hazards.

E. We consider safety and available resources when considering your request for access to electricity for all displays and activities whether permitted or not.

1. Access to electrical outlets on the state capitol grounds is limited and will be made available on a first come first serve basis.
2. You are responsible for paying for any electrical setup services provided by us.
3. If you are using a portable generator for an attended display or event, the generator may not be refilled on site as it creates an environmental hazard to the surrounding landscape

This section does not apply to [Part 3](#) below.

Part 3 Hanging banners from the 14th Street pedestrian bridge over Capitol Way

A. The state-owned 14th Street pedestrian bridge crossing Capitol Way at the Capitol Campus in Olympia, Washington is a limited public forum for hanging of banners from the bridge railing.

B. Enterprise Services intends this Part, together with this policy's supporting requirements, including but not limited to our [Bridge Banners Standards](#), and the pedestrian bridge itself as a limited public forum to advance the following goals and objectives:

- Maintain a safe travel corridor for vehicles and pedestrians on Capitol Way and not cause an inappropriate level of distraction to vehicle operators or compromise the flow of traffic;
- Ensure the banners are securely hung to minimize risk to vehicle and pedestrian safety;
- Maintain the safe and convenient use of the pedestrian bridge for pedestrian traffic and not cause obstruction of the bridge or allow activities that impair access or safety, including but not limited to confrontation, vandalism, or discharge of objects from the bridge;
- Exercise custody and control of the Capitol Campus in a manner that most effectively and efficiently serves the needs of state government and the public where public access and use is allowed;
- Minimize the costs and diversion of the resources that may arise from disputes or litigation over banner content;
- Provide clear and consistent information on which categories of banners are permitted and prohibited in this limited public forum;
- Avoid identification of [Enterprise Services](#) or the state with endorsing – or appearing to endorse – banners hung on the pedestrian walking bridge for other entities or persons, unless the identification or endorsement is specifically authorized by Enterprise Services or the state;
- Avoid the perceived endorsement by the state of a banner sponsor or of an activity promoted by a banner hung from the pedestrian walking bridge, unless the identification or endorsement is specifically authorized by Enterprise Services or the state.

C. Enterprise Services will apply a uniform, reasonable, and viewpoint-neutral process when reviewing review bridge banner permit applications.

D. Since the pedestrian bridge is a limited public forum, Enterprise Services will only accept banners that comply with the permitted and prohibited categories listed under our [Bridge Banners Standards](#).

E. Enterprise Services will only accept a banner for display on the pedestrian bridge railing if the banner falls within one or more of the permitted categories listed in our Standards for Bridge Banners.

F. Enterprise Services will not accept any banner for display on the pedestrian bridge railing if it falls within one or more of the prohibited categories listed in our Standards for Bridge Banners.

Part 4 – Unattended displays at War Memorials

A. You may leave at the War Memorials small unattended artifacts, including but not limited to, US flags, personal notes, mementos, wreaths or floral bouquets. These items are not considered displays or exhibits for the purpose of [WAC 200-220 Use of the public areas of the capitol buildings and grounds](#).

While our commemorative works express and honor shared values and ideals, the commemorative environment created by the memorials can also be very personal in nature, for many visitors with direct ties to the subject event or the individuals who experienced it.

This is an intended feature of the design of these installations.

B. We will routinely remove items left at War Memorials and transfer them to the State Archives. These items become the permanent property of the State of Washington.

In consonance with the practice applied by the National Park Service for the National Vietnam War Memorial in Washington, D.C., we will routinely remove items left at War Memorials and transfer them to the State Archives. These items become the permanent property of the State of Washington.

1. We will use the following timeframes for items left at the war memorials:
 - a. We will allow natural flower displays left at the sites to remain until, in our judgment, they have deteriorated and no longer present an attractive appearance.
 - b. We will allow small items such as medals, pictures, etc., to remain for 24 hours.
 - c. At our discretion, we will allow large non-deteriorating items such as plastic wreaths to remain for up to one week.
2. We will dispose of items left at the War Memorials using the following guidelines:
 - a. We dispose of perishable items such as flowers along with other grounds' spoil.
 - b. We will collect and record non-perishable items such as plastic wreaths, medals, etc. We will deliver these items to the State Archives & Records Management center with a copy of the record.
 - c. At our discretion, we will immediately remove items that are derogatory, offensive, or distasteful.

Forms

- [Campus Use Application and Agreement](#)

Related policy, standards, and procedures

- [Campus Use policies, standards procedures and guidelines](#)

History

Adopted

January 7, 2013 – Transitioned this policy from the Department of General Administration to the Department of Enterprise Services. No changes to content were made.

Amended

August 22, 2016 – In order to reduce risk, this policy was updated to restrict bridge banner hanging to DES personnel. This policy change is effective October 6, 2016.

April 28, 2017 – Updated in order to align with DES's updated Bridge Banner Standards governing bridge banners hung from the pedestrian bridge. See [Part 3](#) above.

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