

# Operational Guidance for Establishing Capitol Campus Use Rates

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**Applies to:** Anyone wanting to hold an event on the capitol campus.

**Authorizing sources:**

Federal law – Constitution 1<sup>st</sup> Amendment

State rule – [Chapter 200-220 WAC](#)

State rule-[WAC 200-220-410](#)

**Information contact:** Public Space and Services Manager, Capitol Security and Visitor Services

**Effective date:** January 7, 2013

**Last update:** June 27, 2018

**Sunset review date:** June 14, 2019

**Approved by:** Joyce Turner, Director

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## Reason for Policy

To make sure that campus use rates are established in an open and consistent manner and in compliance with other agency requirements.

These procedures are in addition to the rules and other requirements governing activities on the capitol buildings and grounds (Capitol Campus).

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## 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.

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## Policy Statement

Enterprise Services (DES) will establish a rate schedule for activity permits and services provided by DES in support of free speech, government, private and commercial activities held on the Capitol Campus and make the rate schedule available for public inspection on the DES website.

Each biennium, Visitor Services will review the Campus Use Rate Schedule with the DES Finance Office and adjust the rates as necessary. The rate review will be completed in time to go into effect on July 1 of the next biennium. The DES Deputy Director or designee will approve the rate schedule prior to posting on the DES website.

When the level of service cannot accurately be determined in advance of an activity, costs will be addressed through a negotiated contract.

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## Procedures

**Procedure:** [Permitting use of the capitol buildings and grounds](#)

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## Related Information

The following is not policy content, but provided for additional context:

[WAC 200-220-310 There is no fee for free speech and assembly activity permits](#)

[WAC 200-220-410 Private and commercial activities may be charged applicable fees](#)

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## History

### Amended

June 27, 2018: transitioned to an accessible format

January 7, 2013 - Transitioned policy from the Department of General Administration to the Department of Enterprise Services.

September 2, 2011 - The policy was updated to change the authority to approve Capitol Campus use rates from the Facilities Division head to the Deputy Director or designee. In addition, the Deputy Director was granted authority to delegate approval of Campus use rates.

### Supersedes:

Department of General Administration policies and related documents

### Original effective date:

January 7, 2013

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Need a copy of a prior version of this policy? E-mail [jack.zeigler@des.wa.gov](mailto:jack.zeigler@des.wa.gov)