

OPERATIONAL GUIDELINES FOR ACTIVITY PARKING ON THE CAPITOL GROUNDS

Purpose Statement: The purpose of these guidelines is to provide for the safety and protection of facilities and people.

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

Action: Transition policy from Department of Enterprise Services to Department of Enterprise Services

Review Cycle: 3 years

Date Approved: January 7, 2013

Approved By: _____ /s/
Joyce Turner
Director

Related information:

- [WAC 236-12 State capitol grounds traffic and parking regulations](#)
- [WAC 236-17 Use of the public areas of the capitol buildings and grounds](#)
- [WAC 296-800 Safety and health core rules](#)
- Operational Guidance – Scheduling support services for activities on the capitol buildings and grounds
- Campus Use Rate Schedule

Guidance Statement:

Visitor Services shall coordinate parking for permitted activities at the Capitol Campus.

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1. You may reserve parking in advance of your permitted activity.

- a. Reserved parking may be available for vehicles at the following locations:
 - North and South Diagonals
 - Professional Arts Building
 - Enterprise Services Parking Garage Upper Level
 - Visitor parking at the west Side of the Enterprise Services Building
 - Visitor parking at the Maple Park lot.
 - Visitor parking at the Natural Resources Building P1 lot
- b. Requests for reserved parking will be considered on a first come first serve basis.
- c. You must submit your reserved parking request at least five full working days prior to your activity, regardless of when you submit your permit application for your activity.

- d. To learn more about reserving parking and related services, read our operational guidance for scheduling support services for activities on the capitol buildings and grounds.

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

Upon approval of your activity, we will charge you based on our published rate tables. See our Campus Use Rate Table for more information.

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3. Activity parking is subject to certain requirements.

- a. We may provide you with specific parking requirements for your permitted activity.
- b. Buses will unload on Columbia Street or at the Winged Victory Memorial circle for major events, unless otherwise directed, and then proceed to your designated bus parking areas.

History

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Amended:

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

April 27, 2010 - Removed parking at the Farmers Market from the areas available for reserved parking.

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

POLICY FEEDBACK

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Did this Policy successfully answer your questions? Please send your comments to policy@des.wa.gov .