

USE OF THE GENERAL ADMINISTRATION BUILDING COMMON CONFERENCE ROOMS POLICY **Draft 9-30- 09**

Purpose Statement:

The purpose of this policy is to accommodate meetings and other activities in the General Administration Building common conference rooms through reasonable time, place and manner limits.

This policy applies to GA Building tenants and users of the GA Building common conference rooms.

This policy does not apply to use of the [public areas](#) of the GA Building.

Action: Revision of policy dated March 7, 2002

Review Cycle: 2 years

Date Approved: _____

Approved By: _____
Linda Villegas Bremer
Director

References: [RCW 43.19.125](#); [RCW 46.08.150-170](#)
[WAC 236-12 State Capitol Grounds Traffic and Parking Regulations](#)

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POLICY

General Administration (GA) may set reasonable time, place, and manner limits on the use of the GA Building [common conference rooms](#) for governmental, professional, educational and civic functions.

- 1. GA Information Center staff are responsible for oversight and scheduling of the common conference rooms.**

GA Information Center staff has authority for designating areas of the GA Building as common conference rooms and for approving requests or exceptions.

- 2. [Permits](#) are needed for [activities](#).**

A permit is required for all activities held within the common conference rooms so that [we](#) can schedule and manage the activities and visitors that come to the GA Building.

A permit enables [you](#) to reserve access to specific locations and amenities for specific times.

3. GA requires advance application.

You must give us a completed application prior to the date that you wish to reserve.

On your application, you must provide the following information:

- a) Your name and street address or email address or telephone number.
- b) Your desired date, time, duration, and location for your activity.
- c) A description of the nature and type of activity.
- d) An estimate of the number of people who will attend your activity.
- e) A description of any equipment or gear to be used for your activity.

We may also require additional information, including but not limited to:

- a) Any special consideration or accommodations being requested.
- b) Any GA services that you will need and for which there are fees. These may include but are not limited to custodial services, equipment set-up or tear-down, or equipment rental such as sound amplification, stages or chairs.

We shall issue you a permit or deny your application as promptly as reasonably possible, and in all cases within two working days of receiving your completed application form. We shall state the reasons for any denial to you in writing.

You may not transfer your permit to another person or organization. Activities may only be held in the area and during the time period designated by the permit.

4. First priority for the use of the GA Building is for state government needs.

First priority for use of the common conference rooms is for the state government needs of the GA Building tenants on a first come first serve basis.

Second priority for use of the common conference rooms is for the state government needs of non-tenants state agencies on a first-come, first-served basis.

Non state government needs will then be given priority in the following order:

- a. GA Building tenants.
- b. Other state agencies.
- c. Other government entities.
- d. Nonprofits.

We shall also consider whether your requested activity reasonably appears to comply with this policy and any other applicable laws, rules, or regulations.

5. You may appeal the denial of a permit application.

To appeal a denial of your application, you must submit your appeal in writing to the [Deputy Director](#) within five working days of the denial. Your appeal must state why you think the application was improperly denied.

The Deputy Director shall issue a decision on the appeal in writing within three working days of receiving it, and this will be the final decision of the Department of General Administration.

6. GA has established general use requirements.

The following general use requirements apply to all activities in the common conference rooms.

- a. We may establish reasonable time, place, and manner restrictions for use of the common conference rooms, according to design, health, safety, operational or other such considerations. We may post further information about such restrictions where appropriate. These may include but are not limited to:
 - i. Time and duration available for use.
 - ii. The maximum number of people allowed for any given time or period.
 - iii. Locations available for use.
- b. We will not permit an activity where it would conflict with the date, time, or location of a previously permitted activity and where multiple activities cannot be reasonably accommodated at the same time. We may recommend to you other options for dates, times, or locations if your request would conflict with a previously permitted activity.
- c. No activity may disrupt, conflict with, or interfere with the normal conduct of any state business, meeting, or proceeding.
- d. No activity may obstruct entrances, exits, staircases, doorways, hallways, or the safe and efficient flow of people or vehicles.
- e. We shall not permit activities in any location where they would present a hazard to people or property.
- f. You may not alter or cause damage to the GA Building.
- g. You are responsible for paying for any services provided by General Administration that you will need (such as for equipment set-up or custodial services). In order to effectively manage our services, you must submit your request for our services at least five working days prior to your activity.
- h. We may require additional conditions for non state government activities through written contract or agreement, including but not limited to:
 - i. Liability insurance covering the applicant and the activity,
 - ii. Hold harmless and indemnification provisions, and

- iii. Information on your ability to finance, plan, and manage the activity in order to protect the normal conduct of state operations, the safety of people and property, and the condition and appearance of the GA Building.

7. GA may cancel a permit or limit use of the common conference rooms..

We may cancel your permit at any time if your activity does not comply with any applicable laws and rules or the terms of the permit.

We also reserve the right to cancel a permit or limit use of the common conference rooms at any time due to unforeseen operational circumstances, including, but not limited to urgent security concerns, emergency repairs, or other state government needs. We will make reasonable efforts to alleviate the effects of such circumstances on permitted activities.

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Definitions

As used in this policy:

- *“Activity”* means one or more people gathering for a common purpose or cause.
- *“Applicant,” “I,” “you”* or *“your”* refers to any person(s) or organization(s) seeking permission to use the common conference rooms.
- *“Common conference rooms”* means those rooms within the GA Building over which the Department of General Administration exercises custody and control and that have been designated by the GA Information Center as common conference rooms.
- *“Deputy Director”* means the deputy director of the Department of General Administration.
- *“General Administration,” “us,”* or *“we”* refers to the Department of General Administration.
- *“Permit”* means a written permit issued by the Department of General Administration authorizing the use of a common conference room.
- *“Public area”* means those areas the GA Building that are generally open to the public, such as a building's primary public entrance lobby and adjoining 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.

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Standards and Procedures

- Permitting Use of the GA Building Common Conference Rooms Procedure
- Standard - Fee schedule for services



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Related Information

- [Capitol Campus Facilities Policy](#)
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Forms and instructions

- Use Application and Permit
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History

Created:

[effective date] This policy establishes requirements for the use of the GA Building common conference rooms. In addition, this policy assigns responsibility for oversight and scheduling of the common conference rooms to the GA Building Information Center.

Supersedes:

This policy supersedes the GA Common Conference Rooms Policy.

Original Effective Date

March 7, 2002

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POLICY FEEDBACK

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