

Appeal of Denial of Use of the Capitol Buildings and Grounds Policy

Applies to: Anyone who has been denied a permit for use of the capitol buildings and grounds.

Authorizing sources:

Federal law – Constitution 1st Amendment

State rule – [Chapter 200-220 WAC](#)

State Law - Administrative Procedures Act

Information contact: Title of contact person, Visitor Services

Effective date: January 7, 2013

Last update: January 8, 2013

Sunset review date: June 13, 2019

Approved by: Joyce Turner, Director

Reason for Policy

The purpose of this policy is to establish the appeal process available to anyone denied use of the capitol buildings and ground (Capitol campus).

Policy Statement

The Department of Enterprise Services will provide the appeal opportunity available pursuant to [WAC 200-220-150](#) to those denied use of the public areas of the Capitol Campus.

Policy

A. We will only consider your appeal if certain criteria are met.

1. Your appeal must concern our denial of your use of the public areas of the Capitol Buildings and Grounds.
2. Your appeal must be in writing. Email is acceptable.
3. Your appeal must be received by the director of Enterprise Services (director) within five full working days of the date of denial.
4. Your appeal must state why you think your use was improperly denied.

B. We may hold your requested time and place until a decision is issued.

At our discretion and if there is no conflict with a permitted activity, we may place a temporary hold on your requested activity time and place until the director issues a decision. If the director's decision is in your favor, we will approve your use and schedule your activity.

C. The director will issue a decision on the appeal.

The director will conduct an independent review and:

1. Consider all of the facts reasonably available.
2. Issue a decision in writing to you within three full working days of receiving your appeal. A decision may be issued via email.
3. Copy the Visitor Services Manager on the decision for inclusion in the Campus Use application file.

The director may designate a senior executive from the director's office to review and issue a decision.

D. The decision of the director is final and no further administrative appeals are available to you.

The decision of the director is the final agency decision; however, the director may issue further clarifications if necessary.

Procedure

Permitting use of the Public Areas Procedure

History

Amended:

June 12, 2018 Policy reformatted to make accessible.

January 8, 2013 Transition policy from the Department of General Administration to the Department of Enterprise Services

Supersedes:

Department of General Administration policies and related documents

Original effective date:

January 7, 2013

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