Washington State Democratic Central Committee
Rules for Facilities

I. Purpose

These rules for Facilities are meant to define the usage of space that Washington State Democratic Party either owns or contracts at major events such as, but not limited to; Meetings of the State Central Committee (SCC), State Conventions, large fundraisers and community events.

II. Definitions

As used in these rules:
A. “SCC” State Central Committee, also synonymous with the WSDCC.
B. “WSDCC” Washington State Democratic Central Committee.
C. “Table” refers to any booth or station that is managed by a non-WSDCC staff member in order to promote a specific goal at the site of an event.
D. “Room” refers to any dedicated space that is able to be separated from other meetings or events.

III. Usage of Facilities

A. All requests for usage of facilities must be submitted at least 14 days ahead of usage to the WSDCC Party Affairs Director and Executive Director.
B. Consideration will be given to all valid requests for usage of facilities in the order that they are received, based on applicability to the WSDCC event being hosted and available contracted space.
C. All individuals and groups using space that the WSDCC contracts or owns are subject to the WSDCC Code of Conduct. Attendees who are guests of these individuals and groups are also required to abide by the WSDCC Code of Conduct.
D. All individuals and groups using space that the WSDCC contracts or owns are required to submit a written pledge that they will not use rented space or tables to fundraise for any reason. This is inclusive of selling merchandise or conducting a raffle as well as direct solicitations for a candidate committee.
E. All individuals and groups using space that the WSDCC contracts or owns are required to submit a written pledge not to use space to gather signatures for a petition initiative of the people or referenda with the goal of putting legislation on an upcoming ballot.
F. When approved to utilize space owned or contracted by the WSDCC the approved individual or group will be required to pay an administrative fee based on the following:
1. An individual or group who is an affiliated member of the WSDCC or its ad-hoc committees who is utilizing a table will be required to pay a $50 administrative fee per day of usage. No prorated rates are possible. Payment must be received seven (7) days prior to the day of usage.

2. An individual or group who is not an affiliated member of the WSDCC or its ad-hoc committees who is utilizing a table will be required to pay a $250 administrative fee per day of usage. No prorated rates are possible. Payment must be received seven (7) days prior to the day of usage.

3. An individual or group who is an affiliated member of the WSDCC or its ad-hoc committees who is utilizing a room, beyond the standard rooms that they are granted for standard business at meetings of the WSDCC, will be required to pay a minimum administrative fee of $250 per day of usage; OR the cost of that room for the WSDCC to contract plus $100, whichever is greater. No prorated rates are possible. Payment must be received seven (7) days prior to the day of usage.

4. An individual or group who is not an affiliated member of the WSDCC or its ad-hoc committees who is utilizing a room will be required to pay a minimum administrative fee of $1,000 per day of usage; OR the cost of that room for the WSDCC to contract plus $500, whichever is greater. No prorated rates are possible. Payment must be received seven (7) days prior to the day of usage.

IV. Requesting Usage of Facilities for a Table

A. Any member of the Washington State Democratic Central Committee, or its Ad-Hoc Committees may request space to table at a venue owned or rented by the WSDCC. Such request will include the following:

1. A description of the activity to be performed at the table along with its applicability to the WSDCC event being hosted.
2. The time that the table will be used on premises.
3. The name or names of those who will be managing the table.

B. Individuals and groups outside of the WSDCC and its Ad-Hoc Committees may request space to table at a venue owned or rented by the WSDCC. Such request will include the following:

1. A description of the activity to be performed at the table along with its applicability to the WSDCC event being hosted.
2. A written affirmation that the individual or group managing the table is willing to be publicly identified as a Democratic ally, and will do everything in their power to uphold the Charter, Bylaws and goals of the Democratic Party.
3. The time that the table will be used on premises.
4. The name or names of those who will be managing the table.
V. Requesting Usage of Facilities for a Room

A. Any member of the Washington State Democratic Central Committee, or its Ad-Hoc Committees may request a room at a venue owned or rented by the WSDCC. Such request will include the following:

1. A description of the activity to be performed at the room along with its applicability to the WSDCC event being hosted.
2. The time that the room will be used on premises.
3. The name or names of those who will be managing the room.
4. A projected number of attendees.
5. A list of names of expected attendees will be provided to the Party Affairs Director and Executive Director of the WSDCC at least seven (7) days prior to the event in order to provide time to create valid credentials for attendees.
6. A written pledge to pay any incurred expenses that would not otherwise be incurred by the WSDCC through usage of the utilized room.

B. Individuals and groups outside of the WSDCC and its Ad-Hoc Committees may request a room at a venue owned or rented by the WSDCC. Such request will include the following:

1. A description of the activity to be performed at the table along with its applicability to the WSDCC event being hosted.
2. A written affirmation that the individual or group managing the table is willing to be publicly identified as a Democratic ally, and will do everything in their power to uphold the Charter, Bylaws and goals of the Democratic Party.
3. The time that the room will be used on premises.
4. The name or names of those who will be managing the room.
5. A projected number of attendees.
6. A list of names of expected attendees will be provided to the Party Affairs Director and Executive Director of the WSDCC at least seven (7) days prior to the event in order to provide time to create valid credentials for attendees.
7. A written pledge to pay any incurred expenses that would not otherwise be incurred by the WSDCC through usage of the utilized room.