

Washington State Democratic Central Committee

Rules for Facilities

1 I. Purpose

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

6 II. Definitions

7 As used in these rules:

8 **A.** “SCC” State Central Committee, also synonymous with the WSDCC.

9 **B.** “WSDCC” Washington State Democratic Central Committee.

10 **C.** “Table” refers to any booth or station that is managed by a non-WSDCC
11 staff member in order to promote a specific goal at the site of an event.

12 **D.** “Room” refers to any dedicated space that is able to be separated from
13 other meetings or events.

14 III. Usage of Facilities

15 **A.** All requests for usage of facilities must be submitted at least 14 days
16 ahead of usage to the WSDCC Party Affairs Director and Executive Director.

17 **B.** Consideration will be given to all valid requests for usage of facilities in
18 the order that they are received, based on applicability to the WSDCC event
19 being hosted and available contracted space.

20 **C.** All individuals and groups using space that the WSDCC contracts or
21 owns are subject to the WSDCC Code of Conduct. Attendees who are guests of
22 these individuals and groups are also required to abide by the WSDCC Code of
23 Conduct.

24 **D.** All individuals and groups using space that the WSDCC contracts or
25 owns are required to submit a written pledge that they will not use rented space
26 or tables to fundraise for any reason. This is inclusive of selling merchandise or
27 conducting a raffle as well as direct solicitations for a candidate committee.

28 **E.** All individuals and groups using space that the WSDCC contracts
29 or owns are required to submit a written pledge not to use space to gather
30 signatures for a petition initiative of the people or referenda with the goal
31 of putting legislation on an upcoming ballot.

32 **F.** When approved to utilize space owned or contracted by the WSDCC the
33 approved individual or group will be required to pay an administrative fee based
34 on the following:

1 **1.** An individual or group who is an affiliated member of the WSDCC
2 or its ad-hoc committees who is utilizing a table will be required to pay a
3 \$50 administrative fee per day of usage. No prorated rates are possible.
4 Payment must be received seven (7) days prior to the day of usage.

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

10 **3.** An individual or group who is an affiliated member of the WSDCC
11 or its ad-hoc committees who is utilizing a room, beyond the standard
12 rooms that they are granted for standard business at meetings of the
13 WSDCC, will be required to pay a minimum administrative fee of \$250 per
14 day of usage; OR the cost of that room for the WSDCC to contract plus
15 \$100, whichever is greater. No prorated rates are possible. Payment must
16 be received seven (7) days prior to the day of usage.

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

24 **IV. Requesting Usage of Facilities for a Table**

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

28 **1.** A description of the activity to be performed at the table along with
29 its applicability to the WSDCC event being hosted.

30 **2.** The time that the table will be used on premises.

31 **3.** The name or names of those who will be managing the table.

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

35 **1.** A description of the activity to be performed at the table along with
36 its applicability to the WSDCC event being hosted.

37 **2.** A written affirmation that the individual or group managing the
38 table is willing to be publicly identified as a Democratic ally, and will do
39 everything in their power to uphold the Charter, Bylaws and goals of the
40 Democratic Party.

41 **3.** The time that the table will be used on premises.

42 **4.** The name or names of those who will be managing the table.

1 **V. Requesting Usage of Facilities for a Room**

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

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

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

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