



Administrative Policy No. 14.24

Subject: Use of DSHS facilities

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Authorizing Source: DSHS Secretary
WAC 200-220-030(12) – Public area
WAC 200-220-220 – 200-220-240
WAC 292-110-010
Chapter 42.56 RCW – Ethics in State Government
RCW 42.52.160 – Use for private gain, and
RCW 42.52.180 – Use of public resources for political campaigns

Effective Date: November 14, 2018

Revised: March 19, 2025

Approved By: Original approved by Pearlette J. Ramos
Senior Director, Office of Justice and Civil Rights

Purpose

To establish conditions and limitations on use of the Department of Social and Health Services (DSHS) buildings and grounds by outside entities.

Scope

This policy applies to all DSHS facilities statewide.

Additional Guidance

[DSHS Administrative Policies:](#)

9.09 DSHS employee wellness program

18.55 Combined fund drive

18.68 Employee participation in political activities

Definitions

Buildings means enclosed facilities and adjoining structures.

Commercial activity means an activity that promotes, creates, or exchanges commercial products or services. Commercial activities include, but are not limited to, advertising, fund-raising, buying or selling any product or service, encouraging paid membership in any group, association or organization, or the marketing of commercial activities. Commercial activities do not include such activities by or for government entities, or when done pursuant to a contract with DSHS or the state.

Facility includes lands, buildings, and infrastructure that are owned, leased, or managed by DSHS. Facility may also include a permanent, semi-permanent, or temporary building, plant, or structure, owned, leased, or managed by DSHS.

Private activity means an activity sponsored by a private individual, business, or organization that is not open to the general public. Private activities include, but are not limited to, banquets, receptions, award ceremonies, weddings, concerts, dances, and seminars.

Professional association means a professional body, organization, or society usually a nonprofit organization seeking to further a particular profession, the interests of individuals engaged in that profession, and the public interest. A professional association that has been identified by the public employment relations commission (PERC) as a bargaining entity on behalf of state employees or non-state employees organized pursuant to statute, are excluded from the definition of professional association within this policy.

User includes any person who is present in a DSHS facility except for DSHS employees.

Policy Requirements

The DSHS secretary or designee may authorize limited use of agency facilities for the following uses:

- a. Use of DSHS facilities is limited to official business or activities that are specifically authorized by, or in accordance with, this policy;
- b. Supporting, promoting, or soliciting the combined fund drive (CFD). The CFD is the only approved fundraising and in-kind collection of goods (such as food, clothing, and toys drives) permitted in DSHS. See [DSHS administrative policy 18.55 combined fund drive](#).
- c. Employee recognition, including birthday, retirement, wedding/baby showers, or other similar celebrations;
- d. Activities supporting agency organizational effectiveness;
- e. State or intermittent agency sponsored health activities, such as vaccinations, diabetes screenings, cholesterol screenings; or
- f. Participation in an agency sponsored wellness program. See DSHS administrative policy [9.09](#) DSHS employee wellness program.

DSHS will allow the use of conference rooms by government entities, or pursuant to a collective bargaining agreement with a union or professional association acting on behalf of employees who have language within the agreement authorizing access to public facilities. Professional associations are not considered government entities.

- A. Use of DSHS facilities must not violate any federal, state or local law. Use of DSHS facilities must not disrupt, conflict or interfere with the conduct of DSHS business, meetings, or proceedings. Use of DSHS facilities must not create a hazard to people, damage property, or obstruct safe access for people or vehicles. Users must leave the facility in its original condition and appearance.
- B. Social activities such as birthday parties, baby showers, wedding showers, going away or retirement parties, etc. for DSHS employees intended for co-workers are permitted in DSHS facilities with supervisory approval.
- C. DSHS is not responsible for providing sufficient parking spaces for assemblies, activities, conferences, events or meetings. Parking spaces at DSHS facility campuses are for staff assigned to that location and DSHS clients. There is no parking in undesignated areas.
- D. DSHS is not responsible for damaged, stolen, ticketed or towed vehicles while at a DSHS facility campus.
- E. Facilities may create facility-specific limitations and processes on access to areas. These limitations may include, but are not limited to, requiring users to sign in at a reception area. Users are required to comply with facility-specific limitations and processes.
- F. Users must not block fire exits or unreasonably obstruct the efficient flow of pedestrian traffic at any time.
- G. The following activities are **prohibited** at DSHS facilities, other than those that constitute a traditional public forum, even when a person is present for another permissible use:
 - Political campaigning
 - Sales and solicitations
 - Promotion or solicitation for an outside organization or group
 - Commercial activity
 - Use of bullhorns within the building except in an emergency
 - Rallies or demonstrations

- H. A DSHS leased office that has been closed at the direction of DSHS management may not be occupied by staff, their family members, or other members of the public without the prior request and approval from DSHS executive management, or approved representative, and the facility landlord.

DSHS Official