Seattle
Finance &
Administrative Services

Memo

Date: May 8, 2023
From: Kiersten Grove, FAS, Acting Department Director
Subject: Clarification of Department Rule 05-02, "City Hall, City Hall Plaza and Other Adjacent Premises" (February 28, 2005)

This document is intended to clarify Department of Finance and Administrative Services Rule 05-02, which relates to areas of Seattle City Hall open to the public, rules of conduct and public communications activities.

Areas of City Hall accessible to the public during regular opening times.

Sections 4.0 through 4.2 describe areas of the building which are open to the public "unless posted otherwise" during business hours (8 a.m. – 5 p.m. Monday – Friday) and during public events. Section 4.2 notes that the "First Floor lobby, the Grand Stairs to the second floor, the area outside the City Council Chambers on the second floor, and the L2 lobby are open to the public" during these times.

Areas of Seattle City Hall not accessible to the public.

Section 4.6 addresses public access to elevators, stairways, and other lobby areas. Section 4.6 states that elevators, other stairways, and other lobbies are open to members of the public when they are: 1) conducting City business; or 2) attending City sponsored or authorized events or activities as an invitee.

For the purposes of clarification: Elevators, stairways, and floor lobbies other than those listed in section 4.2 are closed to public access and only accessible to badged City staff members who have authorization to be in those areas. Members of the public are only authorized to enter those areas for the purpose of conducting City business if a department employee escorts the person or persons into the restricted areas to conduct City business or if they are attending a City event as an invitee.

The areas within City Hall that are closed to the public will be posted as expressed in Rule 05-02 section 4.

Cc: Elizabeth Adkisson, Interim City Clerk
FAS Security
Andrew Lu, FAS COO