

ROTUNDA USAGE GUIDELINES and MAP

The 4th Floor Rotunda is available for short term use by the public during the legislative session. There are 13 spaces available; each is approximately 9 x 5 feet. Each organization must supply its own tables, chairs, easels, etc. and all items must be freestanding and self-supporting. Tables must be NO LONGER than 6 feet. All items should be transported to the 4th floor via the east rotunda elevator.

SAFETY: To protect the safety of event attendees, employees, and the general public;

- a. Electrical cords must be protected by cord covers or gaffers tape to prevent a trip hazard.
- b. Children participating in an event must be accompanied by an adult or responsible party.
- c. No item may be placed on the railings of the Rotunda or stairways.
- d. Tables, chairs, exhibits, and other items must be located so as not block offices or room entrances, or to restrict the flow of pedestrian traffic or emergency egress.
- e. Items such as packages, briefcases, and backpacks are subject to search.
- f. Users may not carry placards or signs attached to wood or metal posts of any type.

SOUND LEVEL: The Capitol building is a working office building. All events taking place in the Capitol must be considerate of those working in the building, and take all necessary steps to avoid disruption.

- a. Bands, choirs, or other musical performances, or activities that might otherwise cause a disruption to those working in the building, must be pre-approved.
- b. Public-address systems, stereo amplifiers, and other sound-amplifying devices are prohibited inside the Capitol, unless pre-authorized.
- c. In the event that sound from an event is disruptive to the conduct of business, the event organizers will be asked to reduce the sound level to acceptable levels.

BUILDING PRESERVATION: The Capitol Building is a historic structure, and care must be taken to preserve it.

- a. Do not serve food or beverages or decorate with materials that might stain the floors. If serving food or beverages, place clear plastic sheeting under the table to protect the floor.
- b. No posters, stickers, signs, banners, or other materials may be adhered to any interior or exterior wall, statue, pillar, portrait, staircase, or other surface of the Capitol Building.
- c. Nothing may be leaned or propped against any surface in the Capitol Building. All displays, placards, and other items must be free-standing.
- d. Nothing may be dragged across marble floors. If risers or other heavy items are to be placed in the Rotunda, plastic floor covering or non-marring protectors must be placed underneath.
- e. There are a very limited number of electrical outlets available for use. Events requiring electrical supply must be arranged with Facilities Services at least one week in advance at 332-1933.
- f. Balloons are strictly prohibited inside the Capitol.
- g. Candles and other sources of open flame are strictly prohibited.
- h. No building furnishings may be moved.

SETUP/CLEANUP: Sponsoring organization will set up and remove all items in a timely fashion, and without disrupting business or hindering public access to the Capitol Building. The sponsoring organization is responsible for the condition of the space after use, including removal of all litter and garbage.

ENFORCEMENT: The right to hold a public event at the Capitol is contingent upon that event's compliance with these guidelines. If an event is determined to be in violation of any guideline herein, or to be creating an undue disturbance, the event will not be allowed to continue. Exhibits determined to be partisan, controversial, offensive, or blatantly commercial are prohibited.

