

General Assembly of Virginia
State Capitol
Richmond, Virginia 23219

Use of Facilities in the State Capitol
Special Events

Terms and Conditions

Purpose

The Virginia Capitol is the “people’s house”, the home to the oldest continuously operating legislative body in the Western Hemisphere, the General Assembly of Virginia. In order to respect the principal purpose of the building, that is the day-to-day operations of state government and the legislative branch, and with a desire to accommodate ongoing public tours of the building, the following policy will guide the use of facilities in the State Capitol under the joint supervision of the Virginia House of Delegates and Senate of Virginia.

Areas governed by policy

The areas of the Capitol Building under joint supervision of the Clerk of the Senate and the Clerk of the House of Delegates pursuant to directives given by the Speaker of the House of Delegates and the Chairman of the Senate Rules Committee giving the Clerks the day-to-day responsibilities include the 2nd Floor Rotunda, the Lower Rotunda, the Extension Rotunda, the Extension Exhibit Gallery, and any common space such as entrances and hallways inside the Capitol or Capitol Extension. Areas under the exclusive supervision of the House of Delegates, the Senate of Virginia, and the Governor’s Office shall remain the responsibility of each respective entity, such as conference rooms, committee rooms, chambers, and offices; however coordination among the House, the Senate, and the Governor’s Office will be necessary for events held in these spaces as they may impact on the building generally.

Types of Events

Those areas under joint supervision may be made available to a public or private group or organization provided that the purpose for using the space is not to further the candidacy of any individual running for public office, for any unlawful purpose, or for soliciting support for products, services, items for purchase, or support for an ideological or political methodology being offered to the general public.

The General Assembly reserves the right to refuse the use of the building for any event that may (1) impede the work of the legislative branch, executive branch, or Capitol Guided Tours, (2) compromise security or the public’s health, safety and welfare, or (3) violate the historical nature and decorum of the Capitol (i.e. weddings, dances and proms).

Use of the public meeting spaces in the Virginia State Capitol shall be made available on a priority basis for General Assembly related functions, the Office of the Governor, and other state agencies. In the unlikely event the meeting space you have reserved is required by the General Assembly, Governor’s Office, a state agency, or the Clerks of the House of Delegates and Senate of Virginia,

an alternative space will be provided, if one is available. If alternative arrangements cannot be made, the application and facility usage fees will be returned in 30 days.

Reservations

The General Assembly of Virginia, and by extension the Clerk's Offices of the House of Delegates and Senate, are Equal Opportunity institutions and do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or political affiliation in any aspect of its operation, including assignment of meeting room facilities under this policy; however use of the facilities in the Capitol does not constitute an endorsement by the General Assembly or either Clerk's Office of the organization or its beliefs, policies, practices or activities.

Requests for meeting space for events that occur during normal business hours (Monday – Friday, 8:30 am to 5:00 pm) can be made by contacting House Committee Operations (804-698-1540) or the Senate Clerk's Office (804-698-7400).

Groups wishing to use space in the State Capitol for events occurring outside of normal business hours must submit an "Application for the Use of the State Capitol". The application must be completed and submitted not less than 60 days nor more than 12 months prior to the specified event. This form may be faxed to (804) 771-7913, emailed to eventapplication@virginiacapitol.gov, or mailed to Capitol Events at Post Office Box 406, Richmond, Virginia 23218. Space is confirmed in writing by the Clerk of the House or the Clerk of the Senate. A reservation fee, which is 50% of the total usage fee, will be due after receipt of confirmation notice. The remaining charges are due 30 days prior to the event. The reservation fee is nonrefundable.

Hours

Meeting space may be reserved Monday through Friday during normal operating hours (8:30 am to 5:00 pm). Events occurring outside of normal business hours may be reserved Monday through Friday from 7:00 a.m. to 8:30 am and 5:00 pm to 12:00 am, or Saturday and Sunday from 7:00 a.m. through 12:00 a.m. Weekend and holiday events will incur an additional set-up fee.

Fees

Refer to the *Capitol Usage Fee Worksheet* schedule.

Base user fees are established to cover costs of security, custodial and utility services, staff technical services, and proper maintenance of the Capitol. Based on the nature of the event, additional charges may be made. Such additional charges will be specified.

If the host organization makes a non-refundable contribution of \$500 or more to the Virginia Capitol Foundation at least 30 days prior to the event, they will be entitled to a reduced fee schedule for the use of facilities and equipment for the event. The Virginia Capitol Foundation is a 501(c)(3) organization supporting the preservation and educational interpretation of the Capitol, Executive Mansion, and Capitol Square. Confirmation of the contribution must be sent to the Clerk of the House of Delegates and/or the Clerk of the Senate in order for the host organization to take advantage of the reduced fee schedule.

Security Deposit

A security deposit may be required depending upon the size of the event and space(s) rented. The deposit, if required, is due 30 days prior to the event, and the deposit will be refunded in full, without interest, within 30 days after the scheduled event, provided no damage or excessive clean-up has occurred, and the event complied with time limits specified in the "Application for Facility Use of the Capitol."

Authorized Representative

The host organization shall designate an authorized representative who will be present at the function and be responsible for all coordination of the event with the Office of the Clerk of the House and/or the Office of the Clerk of the Senate. A pre-conference visit is required at least two weeks prior to the scheduled meeting in order to determine meeting space needs and room set up requirements. To schedule a pre-conference visit, please contact the House or Senate representative identified in the authorization letter.

Parking

Parking is NOT available in Capitol Square.

Personnel

All early morning, evening, weekend, and holiday events require one or more Capitol Police officers. The Clerk's Office(s) will contact the Capitol Police and make the necessary arrangements. The Capitol Police are responsible for monitoring the security of the facility and premises. The Clerk(s) reserves the right to determine the number of Capitol Police officers needed. House of Delegates and/or Senate liaison(s) and housekeeping staff are necessary for all early morning, evening, weekend, and holiday events. The charge for personnel services is included in the room usage fee and, if applicable, the weekend set-up fee.

Decorations and/or Equipment

The use of decorations and/or equipment must be approved by the Clerk of the House of Delegates and/or the Clerk of the Senate and must be removed from the premises prior to departure. Should Capitol staff have to remove any decorations or equipment, there will be a charge of \$100 per hour for removal.

The user shall confine the event to the area specified in the contract. The user agrees not to change any furniture layout without the advance approval of the owner. Any furniture moves will be coordinated by the owner. The user shall not affix any materials to furnishings, fixtures, walls or doors.

Alcohol

Alcoholic beverages will not be served in the Capitol during normal business hours (Monday – Friday 8:30 am to 5:00 pm).

The host organization may serve alcoholic beverages during evening, weekend, and holiday events with the prior approval of the House Clerk and/or Senate Clerk. Organizations, guests and vendors shall comply with all pertinent laws,

statutes, ordinances and governmental regulations, including, without limitation, all laws, statutes, and regulations pertaining to alcoholic beverages. The Clerk's Office(s) shall take all steps necessary to protect Capitol property.

Catering

The General Assembly has a catering contract with Meriwether Godsey. The host organization must arrange food/beverage service with Meriwether Godsey. Meriwether Godsey may be reached at (804) 698-7692.

Unless authorized by the respective Clerk(s), food and beverages are not allowed in the House of Delegates and Senate Chambers or the Old Hall of the House of Delegates.

Sales and Publicity

Nothing may be sold on the premises of the State Capitol without prior written approval from the Clerk's Office(s). This includes items normally carried in the Capitol Shop, unless this requirement is waived. If the Clerk's Office(s) consents to the sale, the host organization agrees to be responsible for the collection and payment of all applicable sales tax.

For events requiring publicity, prior written approval is required. Any announcement of the event in the newspapers and/or other media (copy for advertisements, brochures, media statements, publicity releases, etc) must have prior written approval of the Clerk's Office(s) in each instance.

Indemnification and Non-liability

You, the host organization, hereby indemnify and hold harmless the Commonwealth of Virginia and the General Assembly of Virginia, the Clerk of the House of Delegates, the Clerk of the Senate, their staffs, and contractors from suit, actions, damages, liability and expense in connection with personal injury, illness, death, property damage or theft resulting from the use of any space in the State Capitol. By accepting the terms and conditions outlined in this document, the host organization cannot hold the General Assembly of Virginia responsible for failure to provide the basic facilities and services described here due to emergencies, catastrophes, or interruption of public utilities beyond the General Assembly and the Clerk's Office(s) control.

The host organization will accept full responsibility and liability for any loss or physical damage to any exhibit or State Capitol property arising from and in connection with the scheduled event, other than any such loss or damage caused by the fault or negligence of the General Assembly of Virginia and its agents. The host organization accepts full responsibility and liability for any and all personal injury or property damage to anyone arising from or in connection with the scheduled event, other than that caused by the fault and negligence of the General Assembly of Virginia and its agents; and indemnifies and holds the General Assembly of Virginia and its agents harmless against any and all claims, costs, losses, and liabilities including legal fees related to such personal injury or property damage. Further, it is recommended that the host organization maintain a policy of comprehensive public liability insurance with a limit of no less than One Million Dollars (\$1,000,000) per occurrence to

protect the host organization and the General Assembly of Virginia and its agents against any claims based on such personal injury or property damage.

General Guidelines and Information

- Smoking is not allowed.
- Animals are prohibited, with the exception of service animals.
- Gambling and games of chance are prohibited, notwithstanding the proposed use of the proceeds from such activity.
- Deliveries of supplies may only be made at areas designated as loading zones.
- No objects may be affixed to any surface of the Capitol.
- No exhibition items/property may be removed.
- Announcements must not imply the event is sponsored by the Virginia General Assembly, the Office of the Clerk of the House, or the Office of the Clerk of the Senate.
- The Clerk's Office(s) does not provide telephone, fax or other office/supply services.
- Public bathrooms and water fountains are located on the first floor of the State Capitol and in the Capitol Extension.

Exceptions

Nothing in these guidelines shall be construed in any way to prevent any individual member of the legislature, any legislative agency, or any committee of the legislature from using facilities in the State Capitol to hold events and serve food and/or beverages after first requesting the use of such space under the guidelines set forth in this policy.

Rules and Regulations

Specific rules and regulations enabling the implementation of these policies will be developed by the Clerk of the House of Delegates and the Clerk of the Senate.

(4/08)

APPLICATION FOR USE OF THE CAPITOL

Please complete this form and submit to:

Capitol Events
State Capitol, PO Box 406, Richmond, VA 23218
Fax (804) 771-7913 or email to: eventapplication@viriniacapitol.gov

HOST GROUP INFORMATION

Name of Organization: _____

Name of Contact: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

EVENT INFORMATION

Name of Event: _____

Advertised Meeting Time: From: _____ To: _____ Date of Event: _____

Setup - Departure Time: From: _____ To: _____ Estimated Number of Guests: _____

Describe Event and Purpose: _____

Meeting Space(s) to be used: _____

Do you plan to charge attendees for your event? Yes No

Do you plan to sell any items at your event? Yes No

If yes, what items would you like to sell? _____

Do you plan to make a contribution to the Virginia Capitol Foundation? Yes No

If yes, how much will you contribute (a contribution of \$500 or more will reduce Usage Fees)? \$ _____

Facility Usage Fee (See Usage Fee Schedule) \$ _____

Equipment Use Fee (See Usage Fee Schedule) \$ _____

Weekend Set Up Fee \$ _____

Usage Fee Total (Sum Facility, Equip., & Set Up) \$ _____

Reservation Fee (50% of Usage Fee Total) \$ _____

Balance Due (30 days prior to function) \$ _____*

*Additional request for rooms, equipment or personnel will be invoiced and due upon receipt.

I have read The *State Capitol Use Terms and Conditions* and agree to abide by them. I understand I am responsible for informing all attendees of the rules and guidelines.

Signed By: _____ Name (Printed): _____

Title: _____ Date: _____

Approved By: _____ Name (Printed): _____

Title: _____ Date: _____

Capitol Usage Fee Worksheet

Facility Usage Fee Schedule

<u>Room</u>	<u>Rate Per Event</u>	<u>Rate Per Event if Contribution of \$500 or more is made to Capitol Foundation</u>	<u>Amount Due</u>
<input type="checkbox"/> Rotunda	\$1,500	\$1,000	\$ _____
<input type="checkbox"/> Old Senate Chamber	\$750	\$500	\$ _____
<input type="checkbox"/> Jefferson Room	\$750	\$500	\$ _____
<input type="checkbox"/> Senate Room 1	\$300	\$200	\$ _____
<input type="checkbox"/> Senate Room 2	\$300	\$200	\$ _____
<input type="checkbox"/> Senate Room 3	\$600	\$400	\$ _____
<input type="checkbox"/> House Room 1	\$300	\$200	\$ _____
<input type="checkbox"/> House Room 2	\$300	\$200	\$ _____
<input type="checkbox"/> House Room 3	\$600	\$400	\$ _____
<input type="checkbox"/> Extension Exhibit Space	\$750	\$500	\$ _____

Facility Usage Fee Subtotal: \$

Equipment Usage Fee Schedule

<u>Equipment</u>	<u>Rate Per Event</u>	<u>Rate Per Event if Contribution of \$500 or more is made to Capitol Foundation</u>	<u>Amount Due</u>
<input type="checkbox"/> Senate Room 1 - AV System	\$100	\$75	\$ _____
<input type="checkbox"/> Senate Room 2 - AV System	\$100	\$75	\$ _____
<input type="checkbox"/> Senate Room 3 - AV System	\$200	\$150	\$ _____
<input type="checkbox"/> House Room 1 - AV System	\$100	\$75	\$ _____
<input type="checkbox"/> House Room 2 - AV System	\$100	\$75	\$ _____
<input type="checkbox"/> House Room 3 - AV System	\$200	\$150	\$ _____
<input type="checkbox"/> Laptop Computer	\$50	\$35	\$ _____
<input type="checkbox"/> Teleconference Equipment	\$50	\$35	\$ _____
<input type="checkbox"/> Additional Monitor	\$50	\$35	\$ _____
<input type="checkbox"/> Additional DVD Player or VCR	\$50	\$35	\$ _____
<input type="checkbox"/> Wireless Microphone	\$25	\$15	\$ _____
<input type="checkbox"/> Additional Data Projector	\$50	\$35	\$ _____
<input type="checkbox"/> Additional Data Projector w/computer	\$100	\$70	\$ _____
<input type="checkbox"/> Easel/Flip Chart	\$25	\$15	\$ _____

Equipment Usage Fee Subtotal: \$

<u>Additional Fees</u>			
<input type="checkbox"/> Weekend/Holiday Setup Fee	\$350	\$225	\$ _____

Additional Fee Subtotal: \$

Usage Fee Total: \$