



**Bureau of Administration, Buildings & Grounds
Facility Use Request**

Capitol Lake Visitors Center Use Guidelines

Facility Description

The Capitol Lake Visitors Center, located at 650 East Capitol Avenue in Pierre, SD, sits on the western shore of the five acre man-made Capitol Lake on the State Capitol grounds. The Visitors Center is a 4,000 square foot facility with a conference room, restrooms, kitchen, public gallery and rooftop observation deck.

The Visitors Center features views of Capitol Lake, the Governor's Residence, and the State Capitol. It is also located adjacent to the World War II, Korean War, and Vietnam War memorials; Fighting Stallions memorial; and First Responder memorials.

Application for Use

- No activity or event may occur at the Visitors Center without an approved Application for Use of the Visitors Center (application form).
- An activity or event may not exceed three consecutive days unless it is held by or on behalf of a state government agency.
- Only one activity or event per day will be approved on a first come, first served basis.
- A completed and signed application form must be submitted at least one week prior to the requested date of use.
- An application form may not be submitted more than one year in advance of the requested date of use.
- Completed and signed application forms and fees must be submitted to:
 - Buildings & Grounds
 - Room B01
 - 500 East Capitol Avenue
 - Pierre, SD 57501-5070
- Contact Buildings & Grounds with questions regarding use of the Visitors Center or other state facilities by calling 605-773-3344 weekdays between 8:00 a.m. - 5:00 p.m. (CT).

Areas and Hours of Availability

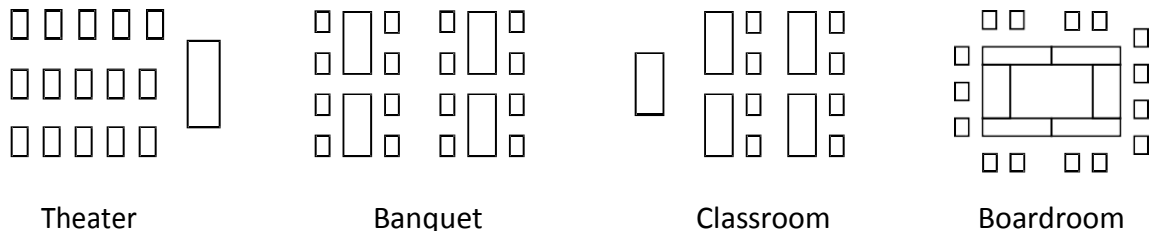
- The Visitors Center conference room, kitchen, gallery and observation deck are available for activities and events from 7:00 a.m. to 9:00 p.m. (CT) daily.
- The conference room measures approximately 36' 11" X 48" 10". There are six support pillars within the room.

- The gallery in the Visitors Center is open to the general public from 8:00 a.m. to 5:00 p.m. (CT) daily, but may be reserved and used for an activity or event upon approved request. However, use of the gallery for an activity or event does not preclude public access to the building. Exterior doors will not be locked to prevent public access to the building.
- The rooftop observation deck is accessible to the general public at any time, but may be reserved and used for an activity or event upon approved request.

Tables, Chairs & Staging

- A total of 17 tables (14 30"x6' and 3 3'x8') and 120 chairs are available for use inside the Visitors Center. No other tables and chairs may be brought inside the Visitors Center.
- The setup and arrangement of tables and chairs inside the Visitors Center will be performed *only* by Buildings & Grounds staff. Applicants should provide a detailed description of preferred arrangement and are encouraged to submit a sketch of preferred arrangement using a diagram of the facility provided with the application form.
- Room Arrangement Key

Standard room arrangements can be selected on the application form. Users are encouraged to use the facility diagram included with the application form to indicate orientation preference or other arrangement request details. (Arrangement diagrams are not to scale.)



- Tables and chairs will not be provided for use outdoors, including the rooftop observation deck. There are a small number of outdoor tables located on the rooftop observation deck that may be used during activities and events. However, any other tables and chairs must be provided, set up and removed by the person or group requesting use of the Visitors Center.
- A table top podium is available for use inside the Visitors Center.
- Up to six large garbage cans are available for use inside and outside the Visitors Center.
- No sound system is available for use at the Visitors Center. A sound system provided by the person or group requesting use of the Visitors Center may only be used upon approved request.
- No stage is available for use at the Visitors Center.

Accordion Folding Doors

- The east wall of the conference room is a set of accordion folding doors that open to the public gallery and the view of Capitol Lake. The accordion folding doors may be opened for the event upon request.

- The accordion folding doors are mechanically operated, and require a key for operation. Facility users may not open or close them. Space is provided on the application form for users to indicate a request to open the accordion folding doors. Facility or security staff will open or close the accordion folding door. Contact Capitol Protective Services at 605-773-3154 if the accordion folding door is not in the requested position upon arrival.

Technology

- A Projection System with Screen is available for use in the conference room. The screen is mounted on the wall and may not be moved. No service or support is available for use and operation of the devices.
- Internet access is available only to state agencies using the state network. State agencies are responsible for any necessary arrangements with the Bureau of Information & Telecommunications for network access. All state government technology use guidelines must be followed.
- Electricity is available inside the Visitors Center and on the rooftop observation deck.
- No other technology or electronic device or service is available for use at the Visitors Center. The person or group requesting use is responsible for providing any other audio, video or computer device, network or service; projector or projector screen; phone; or any cabling and power cords.

Decorations, Displays & Signage

- Displays or exhibits must be self-supporting and may not be leaned against or attached to any part of the building.
- No decoration, signage, or banner may be attached to interior walls, support columns, ceilings or windows by tape, nails, sticky-tack, staples, glue, paste, rope, twine, fishing line, pins or tacks.
- No decorations, signage or banner may be attached to the exterior walls, railings, or nearby light posts or signs.
- Ground-staked or self-supporting signage or other items may only be placed on the Capitol grounds upon approved request. Prior approval of signage locations is required to avoid damage to irrigation and other infrastructure systems.

Kitchen & Food

- The small galley kitchen is available for use only in conjunction with the conference room upon approved request. It is not suited for food preparation for large groups. Catered food is recommended.
- The kitchen is equipped with a residential sized refrigerator/freezer, stove/oven, sink and cabinetry. Any other item needed for preparation, service or consumption of food must be provided by the person or group requesting use of the Visitors Center. No silverware, dinnerware, drinkware, cookware, coffee pots, coolers, or kitchen or table linens are provided at the Visitors Center.

- Grilling indoors or outdoors is prohibited.

General Rules of Conduct

- Activities or events may not interfere with the normal functions of state government or other activities on the Capitol grounds.
- Noise created by activities or events at the Visitors Center may not be disruptive to state government or the neighborhood.
- No solicitation is allowed. No admission fees may be charged for events or activities held in the Visitors Center. Sales of any goods, services, food or beverages or any fundraising activities are prohibited.
- Candles, flammable or combustible materials, or hazardous, corrosive or toxic liquids or gasses that could cause danger or discomfort to people or damage public property are prohibited.
- Swimming or fishing in Capitol Lake is prohibited.
- Pets, livestock and other animals are prohibited, with the exception of service animals and animals used in approved educational events or activities.
- Visitors Center users are required to do a general pickup/cleanup at the conclusion of the activity or event.

Weddings

- Wedding ceremonies may be held in the conference room or on the observation deck of the Visitors Center. A special set of guidelines and application form must instead be used to request use of the Visitors Center for a wedding ceremony. Contact Buildings & Grounds, 605-773-3344 to request the wedding ceremony guidelines and application form.
- The Visitors Center may also be used for non-ceremony wedding related activities such as a bridal shower, reception, or dressing/preparation area. Such uses may be requested using the normal Visitors Center use guidelines and application form.

Alcohol, Tobacco & Firearms

In the Visitors Center and on Capitol grounds:

- Serving and consumption of alcohol is prohibited;
- Use of tobacco is prohibited; and
- Firearms and dangerous weapons are prohibited.

Security & Responsibility

- Visitors Center users are liable for any and all damages to the building or grounds, or for personal injury caused by the activity or event held at the Visitors Center.
- Visitors Center users must agree to hold harmless and indemnify the State of South Dakota by understanding and agreeing to the terms contained in the application form.

- Appropriate insurance coverage and a certificate of proof of such coverage may be required based on the nature of the activity or event and may be required prior to application approval.
- The State of South Dakota is not responsible for the theft, destruction, damage or loss of materials related to activities or events held at the Visitors Center.
- Visitor Center users must provide supervision of displays or exhibits included in the activity or event at all times during the period shown.
- Visitors Center users must immediately report any security problems or loss to Capitol Protective Services by calling 605-773-3154.
- Cleanliness and service issues should be reported to Buildings & Grounds during normal weekday business hours at 605-773-3344 and to Capitol Protective Services at any othertime at 605-773-3154.

Fees

- Fees are charged to cover expenses of facility setup and teardown; and maintenance, cleaning, and facility wear.
- The EVENT fees charged for use of the Visitors Center:
 - \$50 Observation deck only;
 - \$100 Conference room, with or without public gallery;
 - \$150 Conference room plus kitchen and/or observation deck.
- Fees must be paid in full and received within ten calendar days of conditional approval pending payment. If fees are not received within ten calendar days, the application will be considered abandoned and the facility will be considered available for use by another applicant on that date.
- Checks or money orders shall be made payable to the “State of South Dakota” and sent to
 - Buildings & Grounds
 - Room B01
 - 500 East Capitol Avenue
 - Pierre, SD 57501-5070
 No other method of payment is accepted.
- Fees will be refunded if the activity or event is cancelled more than one week in advance.

Use Discretion

The Commissioner of Administration may cancel any scheduled activity or event, add or waive any conditions for facility use, and may waive any fees at his or her discretion.

Use of the Capitol, Hilger’s Gulch, and any other buildings or grounds must be requested using a separate guidelines document and application form. Contact Buildings & Grounds for more information by calling 605-773-3344 weekdays between 8:00 a.m. – 5:00 p.m. (CT) or visit <http://www.state.sd.us/boa/>

