



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

Wedding Guidelines for the Capitol, Visitors Center and Grounds

Facility Description

South Dakota's fully restored Capitol and manicured grounds are attractive locations to hold wedding ceremonies. Because the historic Capitol building and grounds are part of a functioning office campus, special guidelines apply when they are used for a wedding ceremony. The guiding principle is that the ceremony must be simple.

Wedding ceremonies may only be held in the Capitol Rotunda, in the conference room or on the observation deck of the Visitors Center, or on the Capitol grounds. The use guidelines in this document apply only to wedding ceremonies. Use of the Capitol, Visitors Center or Capitol grounds for other activities associated with a wedding (bridal showers, wedding receptions, dinners, dressing/preparation areas, etc) must be arranged following the use guidelines and application forms for those facilities.

Contact Buildings & Grounds to discuss using the Capitol, Visitors Center or Capitol grounds for a wedding ceremony or other wedding related event by calling 605-773-3344 weekdays between 8:00 a.m. - 5:00 p.m. (CT).

A. Application for Use

1. No wedding ceremony may occur without an approved Application for Wedding Ceremony (application form).
2. A completed and signed application form must be submitted at least 30 calendar days prior to the requested date of use.
3. An application form may not be submitted more than one year in advance of the requested date of use.
4. Dates, times and locations for wedding ceremonies will be approved on a first come, first served basis.
5. Completed and signed application forms and fees must be submitted to:
Buildings & Grounds
Room B01
500 East Capitol Avenue
Pierre, SD 57501-5070

B. Weddings in the Capitol Rotunda

1. Dates and Hours of Availability

- a. Weddings in the Capitol Rotunda may be held only on weekends or holidays during normal operating hours. The Capitol building is generally open from 8:00 a.m. to 5:00 p.m. (CT) on weekends and holidays.
 - b. Weddings in the Capitol Rotunda may not be held during the annual Christmas tree display that generally runs from Thanksgiving week through New Years.
2. Decorations & Showering Materials
- a. No decorations are allowed. Flowers, candles, balloons and signs and other decorations are prohibited.
 - b. No showering materials are allowed. Rice, confetti, bird seed, bubbles and other showering materials are prohibited.
3. Equipment and Supplies
- a. Up to 10 chairs may be provided by Buildings & Grounds for use by elderly or other guests that may have difficulty standing for the duration of the ceremony. (Fees apply – see section H.)
 - 1. Buildings and Grounds staff will deliver the chairs to the area prior to the ceremony. The party requesting use is responsible for setup, arrangement and restacking of the chairs.
 - b. No other tables, chairs, podium, stands, sound system, lights or any other equipment or supplies will be provided, nor may any equipment or supplies be brought into the Capitol for a wedding ceremony.

C. Weddings at the Visitors Center

1. Dates and Hours of Availability
- a. Weddings at the Visitors Center may be held on any day during normal operating hours. The Visitors Center is available from 7:00 a.m. to 9:00 p.m. (CT) daily.
2. Decorations & Showering Materials
- a. Decorations and displays must be self-supporting.
 - b. No decoration, signage, or banner may be attached to interior walls, support columns, ceilings, railings, or windows by tape, nails, sticky-tack, staples, glue, paste, rope, twine, fishing line, pins or tacks.
 - c. No decorations, signage or banner may be attached to the exterior walls, railings, or nearby light posts or signs.
 - d. 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.
 - e. No showering materials are allowed. Rice, confetti, bird seed, bubbles and other showering materials are prohibited.

3. Equipment & Supplies

- a. 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.
- b. Tables and chairs will not be provided for use outdoors. There are a small number of outdoor tables located on the rooftop observation deck that may be used during a wedding ceremony on the rooftop observation deck.
- c. No other equipment or supplies are available for use during a wedding ceremony at the Visitors Center. Any other equipment or supplies, including tables and chairs used outdoors or on the rooftop observation deck, must be provided, set up and removed by the party requesting use of the Visitors Center.

D. Weddings on the Capitol Grounds

1. Dates and Hours of Availability

- a. Weddings on the Capitol grounds may be held on any day from 7:00 a.m. to 9:00 p.m. (CT) daily.

2. Decorations & Showering Materials

- a. Decorations and displays must be self-supporting.
- b. No decorations, signage or banners may be attached to the exterior walls or railings of buildings, light posts or signs.
- c. 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.
- d. No showering materials are allowed. Rice, confetti, bird seed, bubbles and other showering materials are prohibited.

3. Equipment & Supplies

- a. No equipment or supplies are available for use during a wedding ceremony on the Capitol grounds. Any equipment or supplies, including tables and chairs, must be provided, set up and removed by the party requesting use of the Visitors Center.
- b. Motorized vehicles are prohibited from driving on the grounds to deliver tables, chairs or other equipment or supplies to the ceremony location. Motorized vehicles must remain on city streets and public parking areas.

4. Activity and Noise Disruption

- a. Weddings on the Capitol grounds may not interfere with the normal functions of state government or other activities on the Capitol grounds.

- b. The use of sound systems or musical, drum or vocal performances during wedding ceremonies on the Capitol grounds may not be disruptive to state government or the neighborhood.

E. General Rules of Conduct

1. Except for use of the conference room of the Visitors Center, all areas must remain open to the public during the wedding ceremony.
 - a. No area may be cordoned off for a wedding ceremony.
 - b. No special parking or reserved parking area is permitted.
2. Wedding ceremonies may not interfere with the normal functions of state government or other activities in the Capitol building or on Capitol grounds.
3. Noise created by wedding ceremonies may not be disruptive to state government or the neighborhood.
4. No solicitation is allowed. No admission fees may be charged for events or activities held in the Capitol building or on Capitol grounds. Sales of any goods, services, food or beverages or any fundraising activities are prohibited.
5. Candles, open flames, 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.
6. Fire exits must remain open and unlocked at all times. At least 4 feet must be available between tables, easels, display structures and exhibits. Doors and hallways must not be blocked.
7. Pets, livestock and other animals are prohibited, with the exception of service animals.
8. The party requesting use of the Capitol building, Visitors Center or Capitol grounds for a wedding ceremony is required to do a general pickup/cleanup at the conclusion of the ceremony.

F. Alcohol, Tobacco & Firearms

1. In the Capitol, Visitors Center, and on Capitol grounds:
 - a. Serving and consumption of alcohol is prohibited;
 - b. Use of tobacco is prohibited; and
 - c. Firearms and dangerous weapons are prohibited.

G. Security & Responsibility

1. Facility 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 Capitol building, Visitors Center or on Capitol grounds.

2. Facility 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.
3. Appropriate insurance coverage and a certificate of proof of such coverage may be required prior to application approval.
4. 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 Capitol building or on Capitol grounds.
5. Facility users must immediately report any security problems or loss to Capitol Protective Services by calling 605-773-3154.
6. 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 other time at 605-773-3154.

H. Fees

1. There are no fees for holding a wedding ceremony in the Capitol Rotunda or on the Capitol grounds. Normal equipment use fees apply for use of chairs for a wedding ceremony in the Capitol Rotunda. The fee is \$0.50 per chair.
2. Normal facility use fees apply to holding a wedding ceremony in the conference room or on the observation deck 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.
 - a. 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.
 - b. 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 57501-5070No other method of payment is accepted.
 - c. Fees will be refunded if the wedding ceremony is cancelled more than one week in advance.

I. Use Discretion

1. 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.