

USE OF PUBLIC PROPERTY AND OFFICE BUILDINGS

Policy EC-06

PURPOSE

The State Capitol Building and other public areas may be used for public events and activities.

POLICY REQUIREMENTS

I. AUTHORITY

The user must submit a completed *Application for Use of the Capitol and Grounds* form at least 30 days in advance of the planned activity. Session requests must be scheduled and approved 30 days prior to the beginning of the legislative session. The application form is mailed or delivered to:

PMB: 01233
Buildings and Grounds Office
State Capitol Building
500 East Capitol Avenue
Pierre, South Dakota 57501-5070
Telephone (605) 773-3344

Written approval of the Buildings and Grounds manager or designee must be obtained before the event, display or exhibit can be held.

Space and time for events, displays, or exhibits will be assigned by the Bureau of Administration on a first-come, first-served basis.

Users must follow the stipulations noted in the current *State Capitol and Capitol Grounds Use Guidelines* brochure. If the Visitor Center is being reserved, the stipulations noted in the current *Capitol Lake Visitors Center Use Guidelines* brochure must be followed. Users are liable for any and all damages to the building, grounds or for personal injury caused by their sponsored activity. Users agree to hold harmless and indemnify the State of South Dakota and must understand and sign the “hold harmless/indemnification” on the respective application form.

II. SECURITY

1. The State of South Dakota is not responsible for the theft, destruction, damage, or loss of materials related to events, displays or exhibits, or personal articles of the user or attendees.

2. All displays must be manned. Users must immediately report security problems or loss to Capitol Protective Services. The Capitol Protective Services office is located near the north entrance to the Capitol Building. Telephone 773-3154.

III. FEES FOR USAGE OF THE VISITOR CENTER

The following daily fees will be charged for use of the Visitor Center as provided in the *Capitol Lake Visitors Center Use Guidelines* brochure:

| | |
|----------|---|
| \$ 50.00 | Observation Deck Only |
| \$100.00 | Large Meeting Room only (No kitchen) |
| \$150.00 | Entire facility including Large Meeting Room, Deck, and Kitchen |

Fees may be waived at the discretion of the Commissioner of the Bureau of Administration.

IV. EQUIPMENT FEES

The State of South Dakota has the following furnishings and equipment available for rent for use in the Capitol. Groups using the Capitol are not allowed to provide their own furnishings with the exception of display racks, shelves, easels, or lighting upon approval by Buildings and Grounds:

| | |
|-----------------------|---------------------|
| Chairs | \$0.50 each |
| Tables (6') | \$5.00 each |
| Stage (varying sizes) | \$25.00 per section |
| Piano | \$25.00 |
| Podium | \$5.00 |

Fees may be waived at the discretion of the Commissioner of the Bureau of Administration.

V. CANCELLATIONS

The Commissioner of the Bureau of Administration may cancel any scheduled event, display, or exhibit.

Specific questions should be directed to:

Buildings and Grounds Office
500 East Capitol Avenue
Pierre, SD 57501-5070
Telephone (605) 773-3344

POLICY INDEX

| | |
|--|--------------------------|
| Scope: | Capitol Complex |
| Replaces Policy: | EC-96-07 |
| Effective Date: | August 2012 |
| Supersedes Version Written: | April 1993 |
| Office of Primary Responsibility: | Bureau of Administration |

REVISION LOG

| | |
|-------------|--|
| August 2008 | Added schedule of fees for usage and equipment |
| August 2012 | Updated schedule of fees for usage and equipment, editorial changes |